



**Saskatchewan
Labour**

Occupational Health
and Safety

Inspections

A Guide for Committees
and Representatives



It's in your hands

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Please note

Remember that this publication doesn't replace the Act and regulations. You still need to refer to the legislation to find out exactly what requirements apply to your organization. To order a copy of the legislation, contact the Queen's Printer at:

1st Floor, 1871 Smith Street, Regina SK S4P 3V7. Phone: (306) 787-6894, or toll free in SK 1-800-226-7302; Fax: (306) 787-9779, (or see the web site at: www.qp.gov.sk.ca).

Workplaces with ten or more workers listed in Table 7 of the Appendix to *The Occupational Health and Safety Regulations* must have an occupational health and safety program. If you must implement a program, read *Elements of an Occupational Health and Safety Program*, and *Setting Up An Occupational Health and Safety Program: A Guide*. The Occupational Health and Safety Division provides both publications. For related regulatory information, read *The Occupational Health and Safety Act*, Part III; and *The Occupational Health and Safety Regulations*, Part IV, and section 22.

Industries under federal jurisdiction — such as transportation, broadcasting, and telecommunications — are governed by *The Canada Labour Code*. If you work in a federally regulated industry, please contact the appropriate agency for information, or visit the Human Resources Development and Canada web site at: <http://info.load-otea.hrdc-drhc.gc.ca>.

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Definitions

- *Accident* means any unplanned event that causes, or may cause, injury, illness, or damage.
- *Accident causes* can include:
 - the *direct* cause (what directly led to the accident, such as an unsafe work practice, an equipment failure, and so forth)
 - the *indirect* causes (working conditions that set the stage for the accident, such as inadequate training, procedures, and so forth)
 - the *root* causes (fundamental flaws that ultimately created the conditions in the work environment leading to the accident — such as inadequate training — that may indicate defects in the employer's health and safety management system)
- *Act* means *The Occupational Health and Safety Act, 1993*.
- *Committee*, or *OHC*, means an occupational health committee required by the Act.
- *Contractor* means a person who, or a partnership or group of persons that, pursuant to one or more contracts, directs the activities of one or more employers or self-employed persons involved in work at a place of employment.
- *Dangerous occurrence* means occurrences discussed in regulation 9 of *The Occupational Health and Safety Regulations, 1996*.
- *Division* means the Occupational Health and Safety Division of Saskatchewan Labour.

Definitions (continued)

- *Due diligence* means that a person has a legal duty to take every precaution reasonably in the circumstances to avoid both harm and an offence against the law. It describes a very high standard to take reasonable care. In the context of the Act and regulations, this due diligence standard is reflected in the following principles:
 - 1 **General duties** – The Act imposes a duty on everyone in the workplace to take reasonable care of their health and safety and that of others, to the degree that they have the authority and ability to do so. This general duty is in addition to, and goes far beyond, merely complying with the law.
 - 2 **Regulatory compliance** – If someone is charged with contravening the legislation, they cannot successfully defend themselves by saying that they *did not intend to break the law* or *did not mean to fail to comply*. To defend themselves adequately, they must be able to show that they took every reasonably practicable action to ensure compliance.
 - 3 **Reasonably practicable** – One must show that they took every possible precaution, unless they can show that the benefits of taking the precaution are greatly exceeded by the cost in time, trouble, and money. The greater the risk, the greater the health and safety measures required.
 - 4 **Proactive** – Due diligence requires a proactive and systematic approach to health and safety. This standard can best be met within a workplace by establishing and implementing a health and safety program that:
 - identifies hazards
 - assesses the risks associated with those hazards
 - implements measures to eliminate or minimise those risks
 - monitors each part of the program to ensure that it is adequate and effective
- Employers must develop and implement this plan in consultation with their workers. Workers must comply with the program to the extent that they have the knowledge, authority, and ability to do so.
- *Employer* means a person, firm, association, or body that has, in connection with the operation of a place of employment, one or more workers.
 - *Employees* include *managers, supervisors, and workers*.

Definitions (continued)

- *Equipment* means any mechanical or non-mechanical article or device, including any machine, tool, appliance, apparatus, implement, service or utility, but not including the personal property owned by an individual unless that property is used in the carrying on of an occupation.
- *Hazard* means any activity, situation or substance that can cause harm. Occupational hazards are divided into two broad categories: (1) health hazards, and (2) safety hazards. Generally, health hazards cause occupational illnesses, such as noise induced hearing loss (NIHL). Safety hazards cause immediate physical harm, such as cuts, broken bones, and so forth. Hazards exist in all workplaces.
- *Incident* can mean an *accident*, *dangerous occurrence*, or other mishap.
- *Inspection* means an examination of a workplace, selected work area, or particular hazards, machinery, tools, equipment, and work practices and a comparison of what is found against applicable standards and best practices.
- *Owner* includes:
 - a trustee, receiver, mortgagee in possession, tenant, lessee or occupier of any lands or premises used or to be used as a place of employment; and
 - any person who acts for or on behalf of a person mentioned above as that person's agent or delegate.

If you own any *plant* used for the work, you become an *owner*.

- *Plant* means any premises, site, land, mine, water, structure, fixture, or *equipment* employed or used in the carrying on of an occupation.
- *Regulations* (or *regs*) means *The Occupational Health and Safety Regulations, 1996*.
- *Representative* (or *rep*) means a worker occupational health and safety representative required by the Act and regulations.
- *Self-employed person* means someone who is engaged in an occupation but is not an employee. Examples can include self-employed trades people and consultants under contract.
- *Supervisor* means anyone given authority over other workers by the employer.
- *Supplier* means someone who supplies, sells, leases, distributes, or installs any biological substance, or chemical substance, or any *plant* used at a place of employment.
- *WCB* means the Saskatchewan Workers' Compensation Board.



Why inspections are important

- The costs of workplace accidents and illnesses
- The injured pay the highest price
- Effective inspections help prevent harm

Introduction

Accidents and illnesses are not random acts of nature. They can be prevented. Investigations of workplace accidents and illnesses often find that problems in management systems, tools, equipment, machinery, work practices, and so forth existed long before anyone was hurt. Witnesses to a mishap often report that "...they could see it coming". Subsequent investigations often find hazards that workers and the employer have 'become used to' and no longer recognize. In most cases, these types of mishaps could have been prevented by an effective inspection system.

An inspection is a well thought out, purposeful examination that identifies and helps correct threats to the health and safety of workers. The experience of the Occupational Health and Safety Division suggests that workplaces with effective inspection systems are more likely than other places of employment to avoid mishaps. Employers who encourage effective inspections (by occupational health committees, worker occupational health and safety representatives, workers, supervisors, and managers) often make their workplaces safer, healthier, and happier. These employers also avoid many of the costs associated with a failure to detect health and safety problems.

The costs of accidents and illnesses in the workplace

Costs are traditionally divided into two groups — direct and indirect. Direct costs (such as medical care and rehabilitation for injured workers) are covered by the Saskatchewan Workers' Compensation Board (WCB). Indirect costs are not covered by the WCB. They represent economic loss to the employer, injured worker, and community.

Direct costs

Every year in Saskatchewan:

- Approximately 30 workers die in industrial accidents.¹
- Over 400 workers suffer some form of permanent disability. That works out to more than one permanent disability injury every day.
- Approximately 13,000 workers suffer lost time injuries. That works out to about 35 such injuries each day of the year.
- Approximately 142 million dollars are spent on compensation, medical charges, and vocational rehabilitation. That is approximately \$389,000 every day.²



¹ The Saskatchewan Labour Farm Safety Program reports that another 20 people die in farm accidents each year. Since most farmers are not covered by Workers' Compensation, most farm accidents do not appear in WCB statistics. Many farm accidents involve children or seniors.

² Saskatchewan Workers' Compensation Board 1999 *Annual Report, Statistical Summary*, and other sources.

The indirect costs of accidents and illnesses

Losses caused by accidents and illnesses that are insured by the Saskatchewan Workers' Compensation Board are called *direct* costs. As well as direct costs, there are also uninsured *indirect* or "*hidden*" costs. Here are some examples:

- 1 Property damage, including:
 - a) Building and work area damage
 - b) Tool, equipment, and machinery damage
 - c) Product and material damage
 - d) Used emergency and first aid supplies
 - e) Repair or replacement costs
- 2 Lost time:
 - a) Accident investigation time
 - b) Supervisory and managerial time
 - c) Overtime to replace lost production and make repairs
 - d) Clerical time
- 3 Hiring, orientating, training, and closely supervising replacement workers.
- 4 Production:
 - a) Lost or reduced production of the workers who are distracted during and after the accident
 - b) Lost or reduced production of the injured worker(s) while away and on return to work
- 5 Lost business and goodwill.³

Indirect costs can be higher than direct costs.

³ Bird, Frank and Germain, George. Practical Loss Control Leadership. DNV, 1996, page 9.

The injured pay the highest price



Money can't measure all the harm done by accidents and illnesses. Workers die, lose their health, income, careers, dreams, and futures. The families of injured workers are also deeply hurt, economically and emotionally. Here are three examples to think about:

- A worker mixes incompatible cleaning chemicals. The chemicals react violently and splash the worker's face. The worker was disfigured and lost three senses (sight, smell, and taste). The inspection program failed to identify deficiencies in worker training about incompatible chemicals and the workplace hazardous materials information system (WHMIS).
- A worker welds on a tank containing explosive vapours. The tank blows up, killing the worker and destroying the workplace. The tank should have been adequately inspected and cleaned before welding began.
- A worker uses a crane to lift a grain bin under a live powerline. The crane contacts the line, and the worker is electrocuted in front of a farm family. The worker leaves behind a spouse and young children. The work area should have been inspected for hazards before work began.

Effective inspections help prevent harm

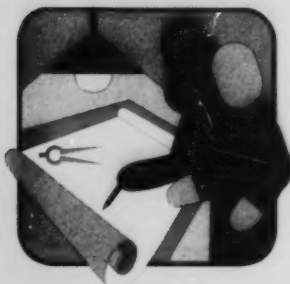
Inspections are one of the most effective tools for preventing injuries and illness. Good inspection systems gradually review all operations, with special attention to the concerns of workers, high hazard activities, and work processes. Inspections also identify and encourage good health and safety practices. This is why Saskatchewan health and safety legislation encourages employers, occupational health committees, and worker health and safety representatives to conduct inspections regularly.

Summary

Inspections are important because they can prevent occupational accidents and illnesses (and avoid the associated costs). Employers with effective inspection systems often provide healthier, safer, and happier places to work.

The next chapter discusses how committees, representatives, and employers can work together to plan effective inspections.

Notes



Introduction

Occupational health committees and worker occupational health and safety representatives have several roles, including:

- checking the effectiveness of the employer's health and safety systems (such as policies, procedures, plans, and programs)
- holding regular meetings to discuss health and safety concerns and preparing recommendations for corrective action to send to the employer (representatives meet with the employer)
- assisting employees to get their health and safety concerns addressed
- investigating mishaps (committees also investigate refusals to work under section 23 of *The Occupational Health and Safety Act*)
- helping the employer to promote health and safety
- inspecting the workplace

Inspections

Inspections are conducted everyday:

- workers inspect their tools, equipment, machinery, supplies, and personal protective equipment
- supervisors inspect work areas and work practices
- managers review the effectiveness of their supervisors' health and safety activities
- committees and representatives check and help maintain the effectiveness of the inspections conducted by workers, supervisors, and managers

The purpose of this guide

This guide is not a detailed description of the legislation. Terms used, such as “work together” or “should” do not necessarily mean that there is a legal requirement for the employer, committee, or representative to do everything discussed.

This guide is intended to help committees, representatives, and employers understand their responsibilities for conducting effective workplace inspections. While we concentrate on inspections conducted by committees, many of the principles discussed will representatives and anyone else with inspection responsibilities. Committees and representatives should use this material to help check the effectiveness of the employer’s health and safety systems.

If you are an employer, you are ultimately responsible for implementing an effective inspection system. Use this guide to help.

Being effective “inspectors”



Serving as a committee member or representative can seem like a challenge. However, remember that you aren’t the employer’s safety officer. Your role is to hold a mirror to your workplace’s safety systems and show the employer how things are going. One of the best ways to do this is by conducting inspections and discussing concerns.

Effective ‘inspectors’ are:

- **Curious** – Good inspectors look in out of the way places, inquire about the hazards of tools, equipment, and materials, talk to people about their concerns, and so forth.
- **Diplomatic** – Good inspectors try to make allies. They see both sides of an issue, but are not afraid of being firm when required.
- **Persistent** – Good inspectors don’t give up until they have all the answers. They have a “never-say-never” attitude!
- **Resourceful** – Good inspectors know where to look for answers. They can find information and people when they need to, including occupational health officers.
- **Knowledgeable** – Good inspectors are familiar with the hazards that they may encounter. They make an effort to learn applicable legislation, work procedures, standards, and so forth.

To do this, try to be:

- impartial, objective, and fair minded
- concerned and conscientious about your duties
- accurate in what you report and describe

Give your inspections the same attention as you give your best work. This way you will strengthen your self-confidence and gain the trust of workers and supervisors.

Information is one of the most valuable tools you can have

Spend time at committee meetings reviewing standards, such as applicable legislation, as well as the employer's rule books, emergency plans, material from suppliers, safety associations, and so forth. Take a few minutes at each meeting to review parts of the *Occupational Health Committee Manual* (worker health and safety representatives can read the *Occupational Health and Safety Representatives' Guide*)

This will give you good ideas about what to focus on during your inspections.

Remember that sometimes you wear two hats

Workers and managers/supervisors sit on occupational health committees. Sometimes the employer/owner is the employer co-chair.

Committee members have many roles. As members, they work together to identify and help resolve health and safety concerns. They identify defects in such things as equipment, tools, machinery, work practices, and work area design. They discuss possible corrective action and make recommendations to the employer.

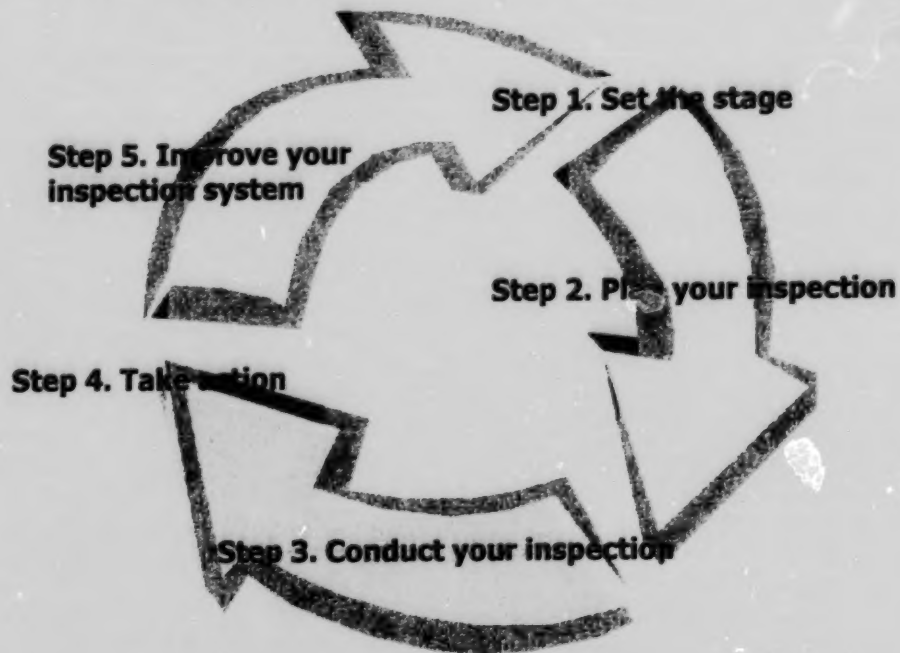
However, the managers on the committee are often responsible for taking the proposed corrective action. Workers on the committee may be responsible for actually doing the recommended repairs or modifications.

Read this book with these points in mind. Consider the "hats" you wear in the committee and outside it. Think about how you are going to make the material here work for you. What is practical? What is realistic? What ideas can you use to help make your workplace healthier and safer?

How to use this guide

Skim-read this guide first. Then read those sections that you need to know about right now. You will benefit if you read the guide more than once. Here is a content outline of the steps (chapters).

The Inspection model we will use



Step 1. Set the stage

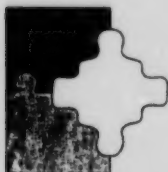


If your organization wants the inspections conducted by its committee or representative to be effective, then the employer must set up a system to support them. This chapter discusses how the employer can encourage effective inspections.

Step 2. Plan your inspection



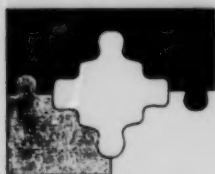
If you are going to plan an inspection properly, you need to do more than simply make a list of things to inspect. You need to think about 'the big picture'. This chapter provides practical advice about inspection planning, checklist preparation, and so forth.



Step 3. Conduct your inspection

We suggest that you use these steps to carry out your inspection:

- 1 First, hold a short meeting to agree on 'who will inspect what'.
- 2 Next, conduct your inspection.
- 3 Ask workers and supervisors about their concerns. Involve supervisors in solving problems. Document anything you find.
- 4 Meet to discuss what you found and prepare an inspection report.



Step 4. Take action

Once you've conducted your inspection, you need to meet to discuss what you've found, set priorities, and prepare recommendations for corrective action to send to the employer. Describe each concern you find and suggest hazard controls that might solve the problem (control at the source, along the path, and at the worker). The employer is responsible for preparing and implementing detailed hazard control plans.



Step 5. Improve your inspection system

Leading organizations monitor their inspection systems, just like they monitor their sales and quality control programs. The employer decides how to monitor and improve the inspection system. You provide advice and help the employer check the system.

Notes



Set the stage

- Types of inspections
- Inspections performed by the employer
- Inspections performed by committees and representatives
- How the employer can support inspections

Introduction

We will now discuss how you can help your employer develop an effective inspection system. We'll begin by discussing the types of inspections that employers, committees, and representatives are usually involved in.

Next, we'll review the types of inspections that the employer must perform under the Act and regulations.

Then, we'll review requirements for inspections by committees and representatives.

Finally, we'll deal with how the employer can support inspections conducted by committees or representatives.

Remember — the employer develops the inspection system and keeps it running. The committee or representative provides input and checks the effectiveness of the system.

Types of inspections



Generally, there are two types of inspections — *informal* and *planned*.

Informal inspections

These boil down to monitoring hazards and hazard controls (for example, checking the condition of tools, equipment, machinery, and personal protective equipment at the start of each shift). Workers, supervisors, and managers conduct informal inspections everyday. While very important, informal inspections will not catch every workplace problem. That is why you also need formal, planned inspections.

Formal, planned inspections

A formal inspection is a planned walk through or examination of a workplace, selected work area, or particular hazards, machinery, tools, equipment, and work practices. In smaller organizations, a great deal of formal planning may not be needed.

In larger organizations, formal inspections are usually regularly scheduled and based on systematically developed checklists and inspection recording forms. They are a regular activity in the workplace and carried out often enough to demonstrate the commitment of the employer to health and safety.

Daily activities create hazards. People, materials, equipment, and the environment constantly change. Some changes in the work environment remove hazards. Other changes create hazards. Planned inspections help identify and resolve problems caused by change.

Formal inspections complement informal inspections by doing such things as reviewing the effectiveness of the workplace's health and safety program, management systems, policies, procedures, and work practices.

Inspections performed by the employer

The law requires the employer to maintain a healthy and safe workplace, including:

- the provision and maintenance of *plant*, systems of work, and working environments that ensure, as far as is reasonably practicable, the health, safety, and welfare at work of the employer's workers
- arrangements for the use, handling, storage, and transport of articles and substances in a manner that protects the health and safety of workers
- the provision of any information, instruction, training, and supervision that is necessary to protect the health and safety of workers at work
- the provision and maintenance of a safe means of entrance to, and exit from, the place of employment and all worksites and work-related areas in or at the place of employment

Inspections can be used to check the effectiveness of each of these systems. Therefore, the legislation (section 3 of the Act, regulation 12, and so forth) requires employers to conduct general inspections of:

- *plant*
- systems of work
- the working environment
- specific items such as mobile equipment, tools, scaffolds, and cranes

Examples of Inspections the Employer Must Perform	
Applicable regulation	Type of inspection
23 (general inspection of workplace and so on)	Examination of plant
28 (duty to support inspections of OHCs and reps)	Inspection of place of employment
89 (duty to ensure safety of respirators)	Inspection of respiratory protective devices
107 (work at height)	Inspection of safety belts, etc.
155 (mobile equipment)	Visual inspection
156 (mobile equipment)	Inspection and maintenance
193 (scaffolds and so forth)	Maintenance and inspection
216 (cranes)	Inspection
229 (rigging)	Inspection
Part XXII (WHMIS)	List of chemical and biological substances

Workers, operators, supervisors, maintenance personnel, safety professionals, and others can carry out these types of inspections. Committees and representatives can check the effectiveness of these inspections.

Inspections conducted by committees and representatives



Committees and representatives carry out regular, planned inspections of the workplace, inspections with occupational health officers, and special inspections. These inspections should:

- check the effectiveness of the employer's health and safety systems
- identify problems inspections conducted by the employer, supervisors, and workers have missed
- discuss concerns with workers and supervisors

The employer corrects problems and ensures the workplace complies with the law.

Regular, planned inspections

Regulation 28 requires the employer to enable the committee or representative to inspect the place of employment at reasonable intervals. The committee or representative works out the inspection schedule with the employer. Managers, supervisors, and workers must co-operate. However, remember that publicizing inspections may encourage people to 'act more safely' than they normally would.

The committee or representative can review records, logs, and books that your employer must keep (regulation 48). Examples include first aid registers, maintenance logs, crane logs, and lists of chemical and biological substances. However, the committee or representative may not access personal medical information (regulation 10).

Inspections with an occupational health officer

An occupational health officer from Saskatchewan Labour may visit your workplace. The worker co-chairperson of the committee, the representative, or a designate, has a right to accompany the officer (regulation 20). The employer can demonstrate commitment to health and safety by helping the worker co-chairperson or representative to discuss concerns with workers and the officer.

Special inspections

Committees and representatives can conduct special inspections when conditions warrant it. For example, accidents, dangerous occurrences, workers' concerns, and complex equipment installations may require special inspections.

Scheduling inspections

We recommend that each committee inspect the workplace, or parts of the workplace, before each regularly scheduled meeting and add inspection items to the agenda. Holding a committee meeting shortly after an inspection facilitates discussion of both new concerns and the effectiveness of corrective action taken on past issues by the employer while memories are still fresh.

Representatives can inspect the workplace shortly before meeting with the employer.

How the employer can support inspections

Inspections, like sales and production, need a system to support them. The employer is ultimately accountable for setting up and maintaining an effective system. This ultimate accountability cannot be delegated to the occupational health committee or worker health and safety representative. However, everyone has a role:

- **managers** are responsible for ensuring that the supervisors who report to them conduct health and safety inspections and have the resources and support to carry out their inspection responsibilities
- **supervisors** are responsible for inspecting their work areas (tools, equipment, machinery, substances, work practices, and so forth) and taking corrective action
- **workers** are responsible for inspecting tools, personal protective equipment, machinery, and so forth. They are expected to report hazards that they do not have the authority, training, resources, and ability to correct

Look at the following tables to see where you fit in.

Who	Examples of Roles in Workplace Inspection Systems
Employers	• Identify what to inspect, and when. Decide who will do each inspection. Establish authority, accountability, clear standards, and responsibilities. Manage the inspection system(s). Put appropriate people in charge of the various types of inspections performed in the workplace. Provide them with the authority to review inspection reports, address concerns, follow-up on corrective action, and provide information to everyone involved • Ensure that committees and representatives understand their inspection rights, duties, and responsibilities • Provide the resources (such as information, training, tools, equipment, and time) needed to carry out inspections • Encourage and require employees to co-operate • Deal with concerns reported by the committee or representative. Tell the committee or representative what corrective action is being taken and when • Ensure compliance with workplace requirements
Supervisors & managers	• Help plan and schedule inspections • Help develop inspection checklists and reporting forms • Conduct work area inspections, commend good performance, and correct defects • Encourage and require workers to inspect their tools, equipment, and personal protective equipment at the start of each shift • Identify and communicate information about hazards to workers • Encourage and require workers to report concerns and hazards • Ensure compliance with workplace health and safety requirements • Train and coach workers
Workers	• Inspect tools, equipment, and personal protective equipment at the start of each shift • Identify and report hazards and concerns • Follow safe work procedures and comply with workplace requirements • Support the inspection system of your employer
Committees & representatives	• Check the effectiveness of the organization's health and safety systems • Support inspections conducted by supervisors, workers, and others • Plan and schedule inspections in co-operation with your employer • Develop checklists, reporting forms, and so forth • Analyze inspection reports • Identify and report hazards found during inspections and other activities • Help set hazard control priorities • Recommend general types of controls that will prevent hazards from causing harm • Discuss concerns with the workers, supervisors, and managers • Recommend corrective action and follow-up to ensure corrective action is effective
Occupational Health Officers (Sask Labour)	• Audit the effectiveness of the employer's health and safety systems • Support the committee or representative • Provide assistance and advice • Administer the legislation

Examples of the Roles of the OHC or Rep and Employer During Inspections		
Inspection	Role of OHC or Rep	Role of Employer
Checks of vehicles, tools, machinery, equipment, and personal protective equipment (PPE) before use or after repair done by appropriately trained workers and supervisors	Checks to see that these inspections are being done and are effective. Asks workers and supervisors about their concerns	• Arranges for the development of inventories of critical parts and items. Identifies hazardous conditions, work procedures, and so forth to inspect • Assigns responsibilities for keeping inventories current • Organizes inspections, assigns responsibilities, accountabilities, and resources • Manages and maintains inspection system(s) • May participate in inspections. Discusses concerns with workers and the committee or representative and corrects defects
Regular preventive maintenance inspections – These inspections help prevent equipment and machinery failure through early detection of problems and by setting priorities for servicing, adjustment, repair, and replacement	Reviews maintenance schedules and checks to see they are kept up to date. Observes work practices and asks workers and supervisors about their concerns	
Hazard inspections of critical parts, materials, and hazardous conditions – These regular inspections focus on equipment, machinery, materials, and structures that are more likely than others to cause accidents when worn, damaged, or improperly used. They should also review hazardous conditions, work practices, and so forth. Supervisors or specialists can conduct these inspections	Helps the employer identify critical parts and items, (including chemicals and biological substances) and hazardous conditions, and prepare inventories. Checks to see those inventories and work procedures are current	
Housekeeping inspections – Good housekeeping prevents many accidents. Housekeeping inspections should be done frequently by workers, maintenance personnel, and supervisors. They should focus on both the cleanliness and orderliness of each area in the workplace	Checks to see that these inspections are being done and are effective. Asks workers and supervisors about their concerns	
Planned general inspections of the workplace – These planned tours comprehensively examine the entire workplace. They draw attention to good health and safety practices, and identify potential problems before accidents happen. These inspections may be done monthly or quarterly. They should be done more frequently in moderate to high hazard workplaces, or during times of rapid workplace change	Checks to see that these inspections are being done and are effective. Asks workers and supervisors about their concerns Carries out regulation 28 inspections, reports concerns, and recommends corrective action. Follows-up to ensure corrective action has been taken and is effective Identifies hazards and advises the employer about concerns. For example, the committee or representative can monitor the effectiveness of WHMIS training, the availability and adequacy of material safety data sheets (MSDSs), supplier labels, and so forth	
Senior management inspections – These help reinforce the importance of good health and safety practices, and keep senior management 'in touch' with health and safety issues in the workplace. They are not comprehensive inspections. Instead, they are tours of work areas specifically designed to focus on particular health and safety issues	Helps workers to communicate their concerns to the employer. Recommends corrective action. Follows-up to ensure corrective action has been taken and is effective	

Providing information and training



Providing information and training to the committee or representative is one of the most effective methods that the employer has of supporting its inspections.

General training requirements for committee members and representatives are discussed in the *Occupational Health Committee Manual*, available from the Division. Specific training requirements depend on the workplace. The employer should:

- provide information required by the law
- provide general training
- provide workplace specific training

Committees and representatives should use this information to plan inspections, prepare checklists, and check workplace programs, plans, policies, and procedures.

Provide information required by the law

The employer must provide this information to the occupational health committee or worker health and safety representative.

Section 9 of the Act – requires an employer, contractor, owner, or supplier to provide any information that he or she knows (or may reasonably be expected to know) that:

- a) *may affect the health or safety of any person who works at a place of employment; or*
- b) *is necessary to identify and control any existing or potential hazards with respect to any plant or any process, procedure, biological substance or chemical substance used at a place of employment; and*
- c) *includes any prescribed information.*

The employer must provide information about:

- hazards in the workplace
- the risks that those hazards may harm workers
- existing controls

Regulation 15 – requires your employer or contractor to:

- (a) *make readily available for reference by workers a copy of:*
- (i) *the Act;*
 - (ii) *any regulations made pursuant to the Act that apply to the place of employment or to any work done there; and*
 - (iii) *any standards adopted in the regulations that address work practices or procedures and that apply to the place of employment or to any work done there; ...*

Other information

Your employer must also provide committee members and representatives with information about:

- the general results of work environment monitoring or biological monitoring, excluding confidential personal medical information (regulation 10)
- reports from consultants that impact on the health and safety of workers
- accident and dangerous occurrence notifications and investigation reports
- publications and hazard control information sent to committees and representatives from the Division
- records, logs, and books that your employer must keep under the regulations, such as first aid registers, crane logs, and lists of chemical substances (regulation 48)¹

¹ The committee or representative may not access personal medical information.

Provide general training

To conduct an inspection properly, the team will have to know how to:

- identify hazards
- assess the risk of those hazards harming workers
- assess the effectiveness of hazard controls

General training can include:

- the workplace training and information provided to workers so that they will work safely
- applicable personal protective equipment and its limitations
- how to identify hazardous chemicals and biological substances
- how to find not so obvious hazards, such as chemical contamination, work environment, and ergonomic problems
- how to use the recommendations of suppliers of chemicals, biological substances, equipment, machinery, and tools
- how to use health and safety standards
- how to categorize and prioritize hazards, and find the root causes of defects in health and safety systems
- how to identify, select, and develop hazard controls and assess the effectiveness of existing engineering and other hazard controls
- how to develop recommendations and gain support for them
- how to follow-up on corrective action taken by the employer
- how to communicate with workers and supervisors about inspections and corrective action

Committees and representatives are not expected to be hazard control experts. Their job is to find problems and recommend corrective action. The employer develops and implements hazard control plans.

Provide workplace-specific information and training

- 1 **Safety of the inspection team** – Safety precautions to take during the inspection. For example, do you know what hazards are in each work area, what safety rules must be followed, and what personal protective equipment must be used in your workplace?
- 2 **The purpose of inspections** – Do you know what your inspections should accomplish, and what is expected of the inspection team?
- 3 **Inspection planning** – Where, when, what, who, and how. Examples of things to consider include:
 - what will be inspected (programs, policies, plans, procedures, buildings, work areas, tools, machinery, equipment, and so forth)
 - who is on the inspection team, will conduct each inspection, and when
 - how each inspection must be performed

Tell the team about problems that should be reviewed, such as:

 - accidents, first aid injuries, and maintenance problems
 - concerns that have not yet been resolved
 - concerns noted by occupational health officers on officer reports or notices of contravention
- 4 **Standards** – Does your inspection team know what is acceptable and what is unacceptable? Information about standards should include standards set by:
 - task procedures and safe work practices
 - manufacturers' specifications and suppliers' recommendations
 - emergency procedures, fire evacuation plans, and so forth
 - applicable health and safety standards, such as those from the US National Safety Council, the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE), the Canadian Standards Association (CSA) and so forth
 - Saskatchewan legislation and guidelines

Summary

- Generally, there are two types of inspections — informal and formal (planned).
- An informal inspection boils down to monitoring hazards and hazard controls.
- A formal inspection is a planned walk through or examination of a workplace, selected work area, or particular hazards, machinery, tools, equipment, and work practices.
- The law requires employers to conduct general inspections of the workplace, including the tools and technologies of production.
- Committees and representatives carry out regular, planned inspections of the workplace, inspections with occupational health officers, and special inspections. These inspections should:
 - ✓ check the effectiveness of the employer's health and safety systems
 - ✓ identify problems that inspections conducted by the employer, supervisors, and workers have missed
 - ✓ discuss concerns with workers and supervisors

The employer corrects problems and ensures the workplace complies with the law.

- We recommend that each occupational health committee inspect the workplace, or parts of the workplace, before each regularly scheduled meeting and add inspection items to the agenda.
- The employer is responsible for setting up and maintaining an effective inspection system. This includes allocating adequate resources and ensuring that all employees support the system.
- Training the committee or representative to carry out inspections properly is one of the best ways for the employer to check the effectiveness of the system.

In the next chapter, we'll talk about how the employer can work with the committee and representative to plan an inspection.

Notes



Plan your inspection

- Prepare inventories of critical parts, items, substances, and hazardous conditions
- Identify potential exposures to hazards
- Evaluate the risk of harm from each potential exposure
- Prepare standards to evaluate workplace conditions
- Decide what must be inspected
- Prepare checklists and inspection recording forms
- Decide when to inspect

Introduction

The last step talked about how to develop an inspection system. Now we'll discuss how to plan an actual inspection to identify hazards and reduce the risks of those hazards hurting someone.

If you are going to plan an inspection properly, you need to familiarize yourself with what you need to inspect. To do this, the employer can ask questions like this:

- What hazards are workers exposed to?
- How great is the risk that these hazards will actually hurt someone?
- What is the possible severity of the harm that might result?
- How can risks be controlled?

To answer these questions, **the employer** can:

- 1 Identify items, materials, substances, and hazardous conditions in the workplace that could harm workers. You can do this in part by developing inventories of critical items, parts, substances, and hazardous conditions for each work area.
- 2 Provide the committee or representative with an opportunity for input during their development. The committee or representative should use the material to check the effectiveness of the employer's inspections, policies, procedures, programs, and so forth.
- 3 Identify how, where, and when workers could be exposed to the hazards identified in step 1.
- 4 Evaluate the risk that each exposure could actually hurt someone. Consider how serious the harm from contact with a hazard could be. This step will help the committee or representative decide what needs the closest attention during inspections.
- 5 Identify and prepare standards to evaluate the conditions. Develop standards by reviewing operator's manuals, legislation, industry best practices, and so forth. The committee or representative can use this information to help it review the employer's inspection checklists.
- 6 Use the previous steps to decide what needs to be inspected and what to look for. Consider what must be inspected frequently and what can be inspected at regular intervals over a longer period.
- 7 Develop inspection checklists and recording forms. The committee or representative can use these documents during inspections to compare conditions against standards and identify items that need work.
- 8 Help the committee or representative to develop an inspection schedule. Make sure the inspection team will have the resources it requires and appropriate managers and supervisors will support it.

The steps don't have to be done in this order. Realistically, most are performed 'interactively'. Adapt the material to suit your needs.

The committee or representative can provide input and use information collected by the employer to check the effectiveness of the employer's health and safety systems.

Prepare inventories of critical parts, items, substances, and hazardous conditions

To decide what to inspect, the employer can review the tools and technologies of production and decide what needs attention. In small workplaces, the employer may simply write lists. In large and complex workplaces, inventories of critical parts, items, materials, and hazardous conditions/jobs may be needed. Inventories can be organized by hazard, by technology, or by work area.

Since workers sometimes "grow used to" a hazard, the employer may want someone with "a fresh pair of eyes" to help prepare some inventories.

The committee or representative can check the effectiveness of these inventories and help the employer keep them current.

Critical parts, items, and materials

These are the components of tools, machinery, production processes, and so forth that are most likely to cause harm if something goes wrong. Critical parts are in service. Critical items and materials are in storage.

Critical substances

These are chemicals, biological substances, and other materials that could harm workers if not adequately controlled.

Hazardous conditions and jobs

Hazardous conditions and jobs include dangerous work, hazardous situations (asbestos surfaces, slippery floors, mine tunnel roofs), unusual conditions (such as performing work during unexpected blizzards), and so forth.

See the Appendix for more information on how to develop inventories, diagrams, and checklists.

Example of an Inventory of Critical Parts, Items, Substances, and Hazardous Conditions

What is being inventoried General high hazard items

(identify the machine, tool, equipment, material, work area, and so forth)

Main wood working shop and mezzanines

Department _____ Location _____ Inventoried by _____ Approved by _____

Component	Reason for Critical Classification	Critical?	
		Yes	No
Critical Parts (shop)			
Safety shut off on press	Could cause serious injury to operator if it malfunctions	✓	
Guard on radial arm saw	Could allow wood to eject from saw and strike operator	✓	
Local ventilation system for wood sanding	High risk of allergic reactions from wood dust. Risk of occupational illness (cancer) from oak and cedar dusts	✓	
Critical items			
Rough lumber in storage	Stock could fall on workers if not stored properly	✓	
Spare blades for saw	Could injure operator if fitted to wrong saw or damaged in storage	✓	
Critical substances			
Paint remover	Flammable if not stored properly	✓	
Janitorial supplies	Only handled by employees of contract cleaning firm. Not stored on site		✓
Hazardous conditions			
Guard rails on mezzanines	Risk of fatal falls	✓	
Cutting cedar planks	Risk of serious cuts	✓	

Identify potential exposures to hazards

To identify potential exposures to hazards you need to:

- ✓ know what a hazard is
- ✓ prepare standards for evaluating conditions
- ✓ prepare inventories of critical parts, items, substances, and hazardous conditions
- ✓ prepare checklists and inspection recording forms
- ✓ decide what areas and conditions must be inspected
- ✓ plan how to check procedures, policies, programs, and plans
- ✓ decide when inspections need to be conducted
- ✓ decide what resources your 'inspectors' need

Next, the employer can review the inventories to determine potential hazard exposures. The committee or representative can provide input.

Types of hazards

A hazard is any activity, situation, or substance that can cause harm. Hazards exist in all workplaces. Occupational hazards are divided into two broad categories: (1) health hazards; and (2) safety hazards. The employer is expected to train workers to recognize hazards and use safe work practices and appropriate personal protective equipment.

Health hazards

A health hazard is any agent, situation, or condition that can cause an occupational illness. There are five types:

- 1 **Chemical hazards**, such as battery acid and solvents.
- 2 **Biological hazards**, such as bacteria, viruses, dusts, and moulds. Biological hazards are often called "biohazards".
- 3 **Physical agents** (energy) strong enough to cause harm, such as electrical currents, heat, light, vibration, noise, and radiation.
- 4 **Work design** (ergonomic) hazards.
- 5 **Workplace stress**. In this publication, this is restricted to *harassment* as defined in section 2(1)(l) of the Act.

A health hazard may produce serious and immediate (acute) affects, or cause long-term (chronic) problems. All or part of the body may be affected. Someone with an occupational illness may not recognize the symptoms immediately. For example, noise-induced hearing loss is often difficult for victims to detect until it is advanced.

Occupational illnesses result from exposure to a chemical or biological substance, a physical agent (an energy source such as noise) or other stressors (such as harassment and work demands) capable of causing harm. The time that it takes an illness to develop after exposure is called the "latency period."

Safety hazards

A safety hazard is anything that could cause an injury. An injury caused by a safety hazard (such as a cut or fracture) is usually obvious. Safety hazards cause harm when workplace controls are not adequate.

Points to ponder	
List examples of health hazards in your workplace below.	
	your workplace
solvents.	
2 Biological hazards, such as bacteria, viruses, dusts, and moulds. Biological hazards are often called "biohazards".	
3 Physical agents (energy sources) strong enough to harm the body, such as electrical currents, heat, light, vibration, noise, and radiation.	
4 Work design (ergonomic) hazards.	
5 Workplace stress (restricted to <i>harassment</i> as defined under the Act).	

Points to ponder	
List any examples of safety hazards in your workplace and their location below.	
	your workplace
1 Cords across floors).	
2 Fire and explosion hazards.	
3 Moving parts of machinery, tools, and equipment (such as pinch and nip points).	
4 Work at height (such as work done on scaffolds or ladders).	
5 Ejection of material (such as from molding operations).	
6 Pressure systems (such as steam boilers and pipes).	
7 Vehicles (such as forklifts and trucks).	
8 Lifting and other manual handling operations.	
9 Materials falling from height, rolling, shifting or caving-in.	
10 Unsafe use of explosives.	
11 Violence (including mental or physical abuse).	
12 Hazards posed by working alone or in isolated workplaces.	

Evaluate the risk of harm from each potential exposure



To evaluate the risk of harm from each exposure the employer can:

- consider the likelihood of harm (probability)
- consider the possible severity of harm
- assess the risk (probability x severity) of harm

Example of a Simple Risk Level Estimator for Employers

Likelihood of Harm	Severity of Harm		
	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Marginal Risk	Moderate Risk
Unlikely	Marginal Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Unacceptable Risk

For each situation, identify *likelihood* against *severity* of harm.

Definitions of Risk Levels, Actions, and Time Scales

Risk Level	Action and Time Scale
Trivial Risk	No action is required and no documentary records need to be kept.
Marginal Risk	No additional controls are necessary. Consideration by the workplace parties may be given to a more <i>reasonably practicable</i> solution. ¹ Monitoring is required to ensure that the controls are maintained.
Moderate Risk	Efforts should be made to reduce the risk, but the costs of prevention in time, trouble, and money, should be carefully measured and limited. Risk reduction measures should be implemented within a defined time. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
Substantial	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Unacceptable	Work should not be <u>started</u> or <u>continued</u> until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

Definitions for Severity of Harm

Severity of Harm	Examples
Slightly harmful	Superficial injuries, minor cuts and bruises, eye irritation from dust.
Harmful	Lacerations, burns, concussions, serious sprains, and minor fractures.
Extremely harmful	Amputations, major fractures, poisonings, multiple injuries, fatal injuries, occupational cancer, other severely life shortening diseases, acute fatal diseases.

¹"Reasonably practicable" means practicable unless the person on whom a duty is placed can show that there is a gross disproportion between the benefit of the duty and the cost, in time, trouble and money, of the measures to secure the duty.

How to use the estimator

The employer sets hazard control priorities and decides what controls to use. The committee or representative can help by researching and recommending hazard control methods and control priorities. See step (chapter) 4 for more information.

Suppose an inspection finds workers handling lumber without wearing gloves. No one has been seriously hurt from handling lumber in this way, but there have been many minor injuries. To use the estimator in this case:

1 First, consider the *probability* (likelihood of harm). It may be:

- highly unlikely
- unlikely
- likely

Since workers handle lumber all day, the risk of injury is *likely*.

2 Next, consider the *severity* (seriousness of harm). It may be:

- slightly harmful
- harmful
- extremely harmful

In this case minor cuts, bruises, and so forth are likely. The estimator would therefore classify the severity as *slightly harmful*.

3 Next, assess the *risk* level (probability x severity) of harm to workers. In our example, we have determined that it is *likely* to be *slightly harmful*.

To do this:

- go to the top of the risk estimator
- find the appropriate category in **Likelihood of Harm**
- from the appropriate category box in the **Likelihood of Harm** section, move to the right and match this category with the appropriate box in the **Severity of Harm** section

The estimator would classify our example as a *moderate risk*. Additional controls, such as issuing protective gloves or modifying the handling process to eliminate manual handling are obviously needed.

Prepare standards to evaluate workplace conditions

You don't know how well you are doing unless you have a standard to measure workplace conditions. Finding hazards, system weaknesses, and the root causes for problems often depends on being able to identify gaps between workplace conditions and clearly defined standards. Committees or representatives can help the employer gather standards from:

- equipment (operator's) manuals
- trade publications and industry best practices
- legislation (including local bylaws)
- suppliers and industry associations

Pay particular attention to standards required for programs, policies, plans, and procedures that the inspection system must check. Build standards into your checklists and inspection forms.

Decide what must be inspected

Inspect these and other items regularly:

- 1 Health and safety programs, policies, plans, procedures, and so forth
- 2 People (orientation, training, work practices, and supervision)
- 3 Plant (including equipment, vehicles, tools, and machinery)
- 4 Chemicals, biological substances, and materials
- 5 The work environment (light, heat, cold, ergonomics, ventilation, and so forth)
- 6 First aid, fire, and emergency plans
- 7 Personal protective equipment (respirators, hard hats, clothing, safety shoes, and so forth)

The committee and employer should develop inspection schedules for each of these components. Advise the employer about anything else that should be inspected.

You don't have to review the entire workplace or technology of production each time you do an inspection. Instead, inspect a different part of the workplace or technology during each inspection. This way you will gradually inspect the entire workplace.

Prepare checklists and inspection recording forms



The employer prepares these documents and provides them to supervisors and committees or representatives to check the employer's health and safety systems. The committee or representative checks their effectiveness.

A checklist tells you what to look for and what questions to ask when you inspect something. An inspection recording form gives you a chance to identify hazards not listed on the checklist and suggest priorities for control.

Use checklists and inspection recording forms to:

- ensure planned inspections are carried out properly
- properly identify what was inspected (hazards, items, and areas)
- monitor the effectiveness of the employer's health and safety systems
- identify, locate, and describe concerns and defects
- draw attention to good health and safety practices
- help track concerns and long-term problems

Use inventories of critical parts, items, and substances, as well as job safety analyses (JSAs) to help develop your checklists and inspection recording forms.²

Some employers build checklists for each work area around the hazards there. Others build their lists around each technology (tools, machines, equipment, vehicles, and so forth). To use either method effectively, the employer will have to prepare several checklists.

² See the *Occupational Health Committee Manual* for more information on JSAs.

How to do it

Committees and representatives can use the Division's publications: *Elements of An Occupational Health and Safety Program* and *Setting Up An Occupational Health and Safety Program: A Guide* to prepare checklists to monitor the effectiveness of the employer's health and safety systems.

To develop checklists, the employer can:

- 1 Identity standards to measure workplace conditions.
- 2 Take each standard and make it into a question. Organize these questions by topic and record them on your checklists.
- 3 Validate your checklists by:
 - reviewing sample checklists from suppliers and industry associations
 - discussing the checklist with experienced, safety-conscious workers and contacts in similar organizations
 - testing

For more information, see the checklist in the Appendix for evaluating general work areas.

Develop checklists for the health and safety systems

The employer should develop checklists to monitor the effectiveness of workplace health and safety systems, including applicable policies, programs, plans, and procedures required by the legislation. The committee or representative can use these checklists on its inspections. Examples of things to check include:

- occupational health and safety program and plans
- procedures required to control infectious substances and other hazardous materials, equipment, tools, and machinery
- workplace hazardous materials information system (WHMIS)
- training requirements for certain workers, such as forklift truck operators
- safe work procedures required for certain industries and to control specific hazards
- harassment and violence policies (harassment policies are required in all workplaces. Others, such as violence policies, depend on the workplace and the nature of the work performed)

The committee or representative may also inspect any procedures, policies, or plans developed by the organization. Ask these types of questions during your planning:

- Do procedures, policies, programs, and plans meet requirements?
- Do supervisors and workers understand what they require?
- Are supporting resources adequate (money, training, and people)?
- Are they updated as required?
- Do supervisors and workers have any concerns about them?

WHMIS – Be sure to check your workplace's WHMIS programs. Use Division publications to help you plan your WHMIS inspection.

Subcontractors – Check the health and safety criteria in the employer's policies towards awarding contracts, selecting suppliers, and so forth.

Step 2. Plan your inspection

Examples of Checklist Questions for a Policy or Procedure

Name of policy or procedure: _____

Date, time, and shift: _____

Inspector (employer): _____

Inspector (worker): _____

Item	Notes	Meets standard?	
		Yes	No
Policy			
1 Is the policy written?			
2 Is it communicated to workers?			
3 Do workers understand it?			
4 Is it posted or otherwise available?			
5 Does it specify responsibilities and accountabilities?			
6 Is it being followed?			
7 Are adequate resources assigned?			
8 Has the committee/workers been involved in development?			
9 When was it last updated?			
Safe work procedures			
1 Is each health and safety requirement identified and addressed?			
2 Have hazards been identified?			
3 Have supervisors and workers been adequately trained?			
4 Has any required personal protective equipment been provided?			
5 Have workers been trained on the limitations of their PPE and how to use, store, and maintain it properly?			
6 Are workers adequately supervised when performing the procedure?			
7 Do workers understand the reasons for safe work procedures?			

Examples of Checklist Questions for a Lockout Policy Using Keys

(Lockout means to de-energize the energy source, get rid of any residual energy stored in the mechanism, and block parts that could harm workers repairing the machine. A lock is usually put on the power sources, switches, or starting devices to protect workers who could be harmed by the machine.)

Name of policy: _____

Date, time, and shift: _____

Inspector (employer): _____

Inspector (worker): _____

Item	Notes	Meets standard?	
		Yes	No
New equipment			
1 Are standards for each new piece of equipment examined to see if a lockout procedure is required?			
2 Are adequate resources assigned?			
Machine or equipment			
1 Are devices on the power sources/operating controls for the machine that allow locks to be applied?	Identify here:		
2 Are locks and keys secured when not in use?	Identify place here:		
3 If needed, is there a list of keys, and is each key accounted for?			
4 Does the procedure specify who authorizes the fabrication of replacement keys?			
5 Are written procedures in place that describe a step-by-step process for locking out all required points on the machine, getting rid of trapped energy in the mechanism and checking that the locked-out equipment can't be operated or started accidentally?			
6 Does the procedure include any unusual circumstances, special precautions to be taken for work on certain parts of the machine, and so forth?	Summarize any special requirements here:		
7 If needed, are signs posted on or near the machine reminding workers when lockout procedures are required and who to contact for information?	Identify where posted here:		
8 Does the procedure: specify who distributes locks; record who has each lock; and maintain lock security?	Identify person here:		
9 Are workers trained to follow the procedure?	Identify when last trained here:		
10 Before the procedure is implemented, are all workers who could be affected by the machine, including those in nearby areas, informed?			
11 During the procedure, does a competent supervisor periodically monitor the lockout procedures to ensure that workers are using the required practices?			
12 Is coaching and refresher training given when required?			
13 Is the lockout procedure reviewed regularly to determine its effectiveness?			
14 Is the review process documented and corrective action taken?			

Step 2. Plan your inspection

Examples of Checklist Questions for a Policy for Lifting Clients

Name of policy or procedure: _____

Date, time, and shift: _____

Inspector (employer): _____

Inspector (worker): _____

Item	Notes	Meets standard?	
		Yes	No
Program			
1 Is a transferring, lifting, and repositioning program in place in your health care facility?			
2 Is a copy of the program readily available to all workers?			
3 Assess patient moving/lifting policies and procedures:			
☐ is the correct lifting procedure identified?			
☐ is the required lifting equipment identified and readily available?			
☐ are workers trained to use the equipment and procedure?			
☐ does the procedure ensure that enough workers are available before each move is made?			
Program Requirements			
1 Does a competent person determine the level of assistance initially?			
2 Does a competent person determine the assigned level of assistance appropriate at the time of each move?			
3 Do supervisors and workers follow policies and procedures regarding:			
☐ patient assessments; and			
☐ the correct number of persons are present when operating a mechanical lift?			
4 Is the level of assistance required for moving a client clearly identified in writing or by other visual means?			
5 Are changes in the level of assistance documented?			
6 Are changes communicated:			
☐ from worker to worker?			
☐ from shift to shift?			
7 Does the worker know what is expected before each move?			
8 Observe a worker performing a lift — are:			
☐ transfer belts used for all hands-on patient transfers?			
☐ safe and effective grips used?			
☐ workers working within the comfort zone, maintaining the three natural curves of the spine?			
☐ weight transfers used?			
	...continued on next page		

Examples of Checklist Questions for a Policy for Lifting Clients			
Item (...continued)	Notes	Meets standard?	
		Yes	No
9 Do workers evaluate each moving task upon its completion?			
10 Are evaluations completed?			
Training and education requirements			
1 Are workers adequately trained to carry out their tasks?			
2 Are supervisors adequately trained to carry out their duties?			
3 Is training provided prior to using all mechanical equipment?			
4 Is training provided for all other types of lifting assists?			
5 Does a competent person provide the training?			
6 Is a record kept of all training?			
Mechanical lifting equipment/patient lift assists			
1. Is enough equipment available to support the program?			
2. Is a maintenance program in place for all equipment?			
3. Is a competent person responsible for maintenance?			
4. When a patient has been assessed as requiring lifting equipment for moves, is equipment used whenever that patient is moved?			
Injuries			
1 Have workers been informed about the risk of musculo-skeletal injury associated with transferring, lifting, and repositioning clients?			
2 Is there a reporting mechanism for injuries associated with transferring, lifting, and repositioning?			
3 Are workers instructed in the prevention of musculo-skeletal injuries?			
4 Does a competent person review all injuries associated with moving clients?			
5 Are results of injury reviews communicated to workers?			
Other:			

Develop checklists for orientation, training, and supervision

Inspect these and other items:

1 Orientation and training, including:

- orientation and training of new and inexperienced workers
- supervisory training
- general health and safety training, such as training about WHMIS, the hazards of shiftwork, and so forth
- specific job training

2 Supervision

Consider how the experience of supervisors and workers could affect their safety.

Examples of Checklist Questions for Worker Orientation			
Work area checked: _____			
Date, time, and shift: _____			
Inspector (employer): _____			
Inspector (worker): _____			
Item	Notes	Meets standard?	
		Yes	No
General			
1 Is a competent person responsible for orientation?	Identify here:		
2 Does this person understand their responsibilities for orientation?			
3 Has this person been trained in how to provide a proper orientation?			
4 Is orientation provided before the worker starts work?			
5 Is each inexperienced worker closely supervised by a competent supervisor until they can do their jobs safely?			
Are the following topics covered?			
1 Hazards in the workplace, and in the worker's job, and how to deal with those hazards?			
2 What to do and who to see if they have a health and safety concern?			
3 Workplace requirements, including any health and safety procedures, plans, policies, and programs?			
4 Safe work procedures?			
5 The use and limitations of any personal protective equipment (PPE) they must use?			
6 Location of fire exits and fire extinguishers?			
7 What to do if there is a fire or other emergency?			
8 Locations of first aid stations?			
9 What to do if they need first aid?			
10 Any prohibited or restricted areas, tools, equipment, and machinery?			
11 WHMIS?			
12 Location of MSDSs?			
13 Name(s) of OHC members/rep?			
14 The worker's rights to know, participate, and refuse?			
15 Other:			

Develop checklists for 'plant'

Plant includes vehicles, powered mobile equipment, tools, equipment, and so forth. When developing these checklists, don't forget to consider hazards faced by workers on different shifts. Here are some things to consider.

- 1 Powered mobile equipment – When checking powered mobile equipment, look at:
 - regulatory and other requirements for regular inspections of certain items such as crane slings and rigging
 - required professional certifications and service inspections
 - modifications
- 2 Machinery, tools, and equipment – review:
 - production, machine-tools and related equipment
 - engines, electric motors and other power supplying equipment
 - electrical equipment, switches, circuits and so forth
 - hand tools and equipment, such as wrenches and power tools
 - personal protective equipment and clothing
 - first aid stations and emergency equipment, such as eye washes
 - fire protection and emergency response devices, such as fire extinguishers and water supplies
 - elevators, hoists and lifts
- 3 Installations and facilities, including other workplaces owned by the employer or worked in by employees – such as:
 - storage sheds and non-production areas
 - walkways, ramps, docks, parking lots, roadways and so forth

Examples of Checklist Questions for a Forklift Truck			
Forklift truck checked: _____			
Date, time, and shift: _____			
Inspector (employer): _____			
Inspector (worker): _____			
Item	Notes	Meets standard?	
		Yes	No
Operation by competent workers			
Are only competent workers allowed to operate the forklift?			
Visual inspection			
1 Does each worker who uses the forklift conduct a visual inspection before operating it?			
2 Is the visual inspection completed before the machine is started?			
Inspection and maintenance	List maintenance dates where applicable		
1 Does a competent person regularly (according to the manufacturer's recommendations) inspect the forklift to ensure it is safe to use?			
2 When a defect is found, are workers informed and are steps taken to protect them until the machine is fixed?			
3 Are defects fixed as soon as possible?			
4 Are maintenance and repair logs kept up to date?			
5 Can operators readily access these logs?			
General			
1 Is the horn working properly?			
2 Are the brakes working properly?			
3 Is the parking brake working properly?			
4 Is the steering working properly?			
5 Are the tires in good condition and properly pressurized?			
6 Are fluid levels satisfactory?			
7 Is the battery in good condition?			
8 Is the motor working properly?			
9 Is the transmission in good condition?			
10 Is the bulkhead in good condition and free of cracks or other defects?			
	...continued on next page		

Step 2. Plan your inspection

Examples of Checklist Questions for a Forklift Truck

Item (...continued)	Notes	Meets standard?	
		Yes	No
Rollover protective structure (ROPS)			
1 Is the ROPS designed, manufactured, and installed to meet an approved standard?			
2 Does it have a legible plate attached listing the manufacturer's name and address, the model and serial number, the make and model or series of the machines that the ROPS is designed for, and the identification of the standard to which the ROPS is manufactured?			
3 Have any modifications or repairs been certified to meet the requirements of the regulations by a professional engineer?	List engineer and approval here:		
4 Is the ROPS free of cracks or other defects?			
Backup alarm			
Is the backup alarm working properly?			
Other			
Are passengers kept off the forklift?			
Load rating chart and seatbelt			
1 Is a durable and legible load rating chart readily available to the operator?			
2 Is the seatbelt in good condition?			
3 Does the operator use the seatbelt?			
Other			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Examples of Checklist Questions for a Computer Workstation

Area checked: _____
 Date, time, and shift: _____
 Inspector (employer): _____
 Inspector (worker): _____

Item	Notes Must meet requirements of the Division publication: <i>Code of Practice for Video Display Units</i>	Meets standard?	
		Yes	No
Does (or is) the monitor:			
1 Supported on a stable surface?			
2 Allow the angle of the monitor screen to be adjusted by the operator as desired?			
3 Allow the screen height to be adjusted by the operator for the most comfort?	The most comfortable eye position is looking downward at 20 to 50 degrees. Persons using bifocals usually need the screen height to be lower than this range.		
4 Allow the operator's viewing distance to the screen to be varied by the operator for most comfort?	A distance within a range of from 30 to at least 70 centimetres (12 to 28 inches) may be needed for a standard 14" size screen. For larger screens, greater distances are usually necessary.		
Does the screen design ensure:			
1 Good legibility of the image or characters?			
2 Uniformity of focus of the image or characters?			
3 Uniformity of the luminance of the screen?			
4 Adequacy of contrast between the characters and the background?			
5 Lack of annoying flicker and tremor?			
6 Selection of a font size that is the most legible and comfortable?			
7 That, where applicable, the VDT screen design and construction is in accordance with the characteristics in Appendix C of the <i>Code of Practice for Video Display Terminals</i> published by the Occupational Health and Safety Division?			
8 Control of sources of screen glare?			
Other			
1 Is the chair comfortable and adjustable?			
2 Is a suitable footrest available and used?			
3 Is the work surface at an acceptable height?			
4 Is the worker trained to use and adjust the workstation properly?			

Step 2. Plan your inspection

Develop checklists for chemicals, biological substances, and materials at the workplace

Consider:

- chemical and biological substances, including those controlled under the Workplace Hazardous Materials Information System (WHMIS) that are handled, transported, stored, produced, or disposed of by workers
- the potential hazards of raw materials and products
- other substances or materials of concern to workers

Examples of Checklist Questions for a WHMIS Degreaser

Area and substance checked: _____			
Date, time, and shift: _____			
Inspector (employer): _____			
Inspector (worker): _____			
Item	Notes	Meets standard?	
		Yes	No
Material Safety Data Sheet (MSDS)			
1 Did a current MSDS come with the product?			
2 Is it readily available to workers?	State where kept here:		
3 Have workers read it?			
4 Do workers understand it?			
5 Is it used to orientate new workers?			
Container labels			
1 Is there a supplier label on all product containers?			
2 Is there a workplace label on each container containing a decanted product?			
Worker training — ask workers if they know:	State who trained the workers and when:		
1 The hazards of the product?			
2 How the product causes harm (such as by penetrating through the skin)?			
3 What protective equipment must be used and what safety measures must be taken?			
4 What safe work practices must be used?			
5 What to do if there is an injury?			
6 What should be done if there is an emergency (such as a spill, fire, or leak)?			
7 Where to go for more information?			

Develop checklists for the work environment

Hazards in the work environment are often hard to spot. The harmful effects from many work environment hazards, such as noise induced hearing loss, may not show up for some time. That is why the environment should be inspected regularly.

Usually, the employer has environmental monitoring performed and provides the committee or representative with copies of the results. Some committees and representatives choose to conduct monitoring to see if the employer's results are still accurate.

The employer should make sure that the inspection team understands what hazards are in the environment and how they are being monitored.

If the committee or representative wishes to monitor noise levels, air contaminants, and so forth, the employer should consider obtaining the appropriate equipment and training the team to use it.

The employer should also help the inspection team to recognize common work design hazards, such as situations that could cause back or repetitive strain injuries.

When inspecting the work environment, consider:

- light and illumination (including intensity, direction, glares, shadows, and so forth)
- dust, fumes, and vapours
- biological organisms
- work area design (including ergonomics)
- hot and cold conditions
- noise
- housekeeping and storage

Step 2. Plan your inspection

Examples of Checklist Questions for the Work Environment

(Examples of what to look for can include vehicle exhaust, solvent contamination, and welding fumes.)

Area checked: _____

Date, time, and shift: _____

Inspector (employer): _____

Inspector (worker): _____

Item	Notes	Meets standard?	
		Yes	No
Do work area inspections:			
1 Check to see that equipment, ventilation systems, and so forth, are maintained by competent personnel?			
2 Check the ventilation system for leaks, contamination, improper adjustments, and other defects?			
3 Conduct air monitoring to look for contaminants and check the workers' exposure levels?			
4 Compare monitoring results with regulatory exposure limits?			
5 Check for complaints?			
6 Check the adequacy of safe work practices and production processes?			
7 Check to see that the work practices used by workers and supervisors meet standards?			
8 Check to see if workers and supervisors understand the need for, limitations, and correct use of, personal protective equipment?			
9 Check to see if workers and supervisors are properly using any required personal protective equipment?			
10 Check to see if personal protective equipment is being cleaned, stored, and maintained properly (such as changing filter cartridges when required) and so on?			
11 Determine if more personal protective equipment is needed and, if so, where?			
12 Review if other measures are required (such as better personal hygiene, or an engineering review of the adequacy of controls)?			
13 Recommend corrective action where deviations from standards are found?			

Develop checklists for first aid, fire, and emergency plans

The employer should have a system to:

- 1 Identify situations (fires, explosions, spills, leaks, and so forth) that will activate your response plans.
- 2 Identify what will be done when an emergency occurs. Response plans usually include procedures and responsibilities for:
 - declaring an emergency
 - evacuating workers
 - obtaining internal emergency resources
 - obtaining help from external organizations
 - initiating emergency rescues
 - tending to casualties

The committee or representative can use this information to review the effectiveness of the employer's emergency and first aid plans.

Step 2. Plan your inspection

Examples of Checklist Questions for First Aid

Area checked: _____
 Date, time, and shift: _____
 Inspector (employer): _____
 Inspector (worker): _____

Item	Notes	Meets standard?	
		Yes	No
Does each worksite have:	Must meet requirements of the OHS regulations		
1 A first aid station equipped with a first aid box?			
2 A first aid register?			
3 An instruction manual?			
4 A trained first aider with a valid first aid certificate (renewed every three years)?	First aider and when certificate renewed:		
5 A suitable means of transporting injured workers to a medical facility?			
6 A suitable means of communication?			
7 A suitable emergency and fire evacuation plan?			
Knowledge of workers (ask them):			
1 Do workers know where to go for first aid?			
2 Do workers know what to do if there is an accident or other emergency?			
3 Do workers know where to access emergency telephone numbers or emergency communication system?			

Develop checklists for personal protective equipment (PPE)

When planning an inspection of personal protective equipment the employer and committee or representative can work together to consider:

- types of personal protective equipment in use (such as respirators)
- where and how used
- inspection, cleaning, storage, and maintenance
- worker training
- supervision

The employer can develop appropriate checklists for supervisors and the committee or representative to use.

From time to time, review the use of PPE. Could more effective hazard controls be introduced so that PPE is no longer necessary?

Examples of Checklist Questions for Personal Protective Equipment

Area checked: _____
 Date, time, and shift: _____
 Inspector (employer): _____
 Inspector (worker): _____

Item	Notes	Meets standard?	
		Yes	No
Personal protective equipment	Must meet requirements of the OHS regulations		
1 Is the required personal protective equipment supplied for each job?			
2 Are workers shown how to use it?			
3 Do workers use it where required?			
4 Do supervisors enforce its use?			
5 Is it maintained and stored properly?			
6 Is damaged or worn out PPE replaced?			
7 Is the use of PPE reviewed each time a new process, procedure, or chemical is introduced?			
8 Do workers inspect their PPE before each use?			
9 Do workers have time to maintain and store their PPE after each use?			
10 Is it maintained and stored properly after each use?			
Knowledge of workers (ask them):			
1 Do workers know what PPE is required for each job that you do?			
2 Do workers know the limitations of your PPE?			
3 Have workers been shown how to use it properly (ask for a demonstration where appropriate)?			
4 Have workers been shown how to maintain and store it properly?			
5 Do workers know what to do and who to contact if your equipment is damaged or needs repair?			
6 Do workers have any concerns about the use of your PPE? (List below)			

Decide when to inspect

When planning how often to inspect, consider:

- ✓ accident investigations, compensation claims, and first aid reports
- ✓ hazards
- ✓ buildings, work areas (including storage rooms and travel ways), machinery, tools, equipment, and production processes
- ✓ recommendations of equipment manufacturers and suppliers
- ✓ standards
- ✓ frequency of use
- ✓ introduction of new equipment, processes, or people
- ✓ concerns identified on previous inspections

The work done up to this point should identify what needs to be inspected and how often. The employer should schedule inspections frequently enough to find problems before they cause harm.

The committee or representative should arrange an inspection schedule with the employer to check the effectiveness of the employer's efforts.

How the employer can help those conducting inspections

The employer should ensure that the committee or representative has the required training, time, tools, and equipment. Complex and hazardous technical inspections should be done by qualified workers.

Where necessary, the committee or representative should ask the employer to obtain professional advice from an engineer, hygienist, ergonomist, or other experts. If outside experts are used, the committee or representative should be consulted.

See the Appendix of this guide for a list of resources to use in inspections.

Dealing with the workers of other employers

During an inspection, the committee or representative might notice that the workers of subcontractors are creating a hazard or departing from safe work practices. When this happens, ask the employer to discuss the problem with the subcontractors and deal with it.

Planning Inspections Involving Subcontractors

Sometimes your inspection team may notice hazards created by a self-employed person, the workers of another employer, a supplier, owner, or subcontractor. Here are some points to keep in mind.

- 1 Unless your employer has made other arrangements, (such as joint inspections with the another employer's committee or representative), don't go into work areas you're your employer does not control. There may be hazards there that you do not know about. Workers in these areas may not know that you are there and this may create hazards. As well, your occupational health committee has no "jurisdiction" over subcontractors and workers not employed by your employer.
- 2 Try to co-ordinate inspections with any self-employed person, subcontractor, owner, supplier, or other employer working with your employer. See section 13(5) of the Act for more information about coordinating the health and safety activities of employers involved in contract work.
- 3 When you notice a hazard created by a self-employed person, subcontractor, owner, supplier, or workers of another employer:
 - note the hazard and inform your employer's local area supervisor
 - if the matter is serious, or could affect the health and safety of your employer's workers, ask the local area supervisor to immediately discuss it with the self-employed person, subcontractor, owner, supplier, or other employer
 - draw the problem to the attention of your employer and ask him or her to resolve it with the self-employed person, subcontractor, owner, supplier, or other employer
 - look into the effectiveness of your employer's policy with regards to awarding contracts (what health and safety criteria is used in awarding contracts?)
- 4 When you notice a hazard created by someone who is an employee of your employer that could harm subcontractors or others, deal with it just like you deal with any other health and safety concern.
- 5 Ask any self-employed person, subcontractor, owner, supplier, or other employer working with the employer for suggestions about how to make your workplace healthier and safer for them.

Summary

- To plan an inspection, begin by asking yourself four questions:
 - 1 What hazards are workers exposed to?
 - 2 What is the risk that these hazards will actually hurt someone?
 - 3 What is the severity of the potential harm?
 - 4 How can the risks be controlled?
- To answer these questions the employer can:
 - ✓ identify all items, materials, substances, and hazardous conditions in the workplace that could harm workers
 - ✓ identify where, when, and how workers could be exposed to these hazards
 - ✓ evaluate the risk of harm (find out what the actual chance is that a hazard will hurt someone)
 - ✓ use standards to measure conditions against standards
 - ✓ decide what needs to be inspected and how often
 - ✓ develop inspection documents, such as checklists and recording forms
 - ✓ develop an inspection schedule
- Critical parts, items, and materials are those things that are the most likely to cause harm if something goes wrong.
- Critical substances are chemicals, biological substances, and other materials that could harm workers.
- Hazardous conditions include dangerous work, hazardous situations, unusual conditions, and so forth
- To identify exposures to hazards the employer can prepare inventories of critical parts, items, substances, and hazardous conditions
- To evaluate the risk of harm from each exposure the employer can:
 - ✓ consider the probability (likelihood of harm)
 - ✓ consider the severity (seriousness) harm
 - ✓ assess the risk (probability x severity) of each hazard causing harm

- The employer can:
 - ✓ use operator's manuals, trade publications, legislation, and material provided by suppliers to develop standards to evaluate workplace conditions
 - ✓ use this material to prepare checklists and inspection recording forms to evaluate workplace conditions during inspections
- The employer decides what must be inspected and when, for example:
 - ✓ the health and safety management system
 - ✓ people
 - ✓ plant
 - ✓ chemicals, biological substances, and materials
 - ✓ the work environment
 - ✓ first aid, fire, and emergency plans
 - ✓ personal protective equipment
 - ✓ how to deal with the workers of subcontractors
- The employer can use the information collected up to this point to determine what resources those conducting the inspection will need
- The committee or representative checks the effectiveness of the employer's inspection system.
- The next chapter discusses how the committee or representative can carry out a planned inspection of the workplace.



Conduct your inspection

- Organize the inspection
- Inspect systematically
- Discuss concerns with employees
- Record what you find
- Meet to discuss what you found

Introduction

The last step talked about how to plan inspections. This step discusses how you can conduct them. We suggest that committees inspect shortly before each regularly scheduled meeting and add inspection items to the agenda. This gives members a chance to discuss concerns while memories are still fresh.

Some committees prefer to meet right after the inspection. Others hold a meeting a few days after the inspection to allow time for an inspection report to be prepared and distributed with the agenda.

Some committees have the co-chairs conduct its inspections. Others involve more (or all) members.

Worker health and safety representatives can inspect the workplace before meeting with the employer to discuss concerns.

Organize the inspection

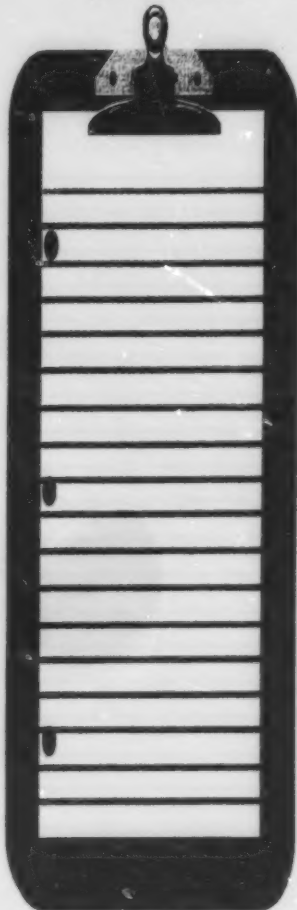


Meet before the inspection. Use these four steps to prepare:

- 1 Review documents (policies, plans, work procedures, and so on)
- 2 Plan the inspection route
- 3 Assemble resources
- 4 Decide who will inspect what

Step 3. Conduct your inspection

List some key documents to review in your workplace



1 Review documents

Before the inspection, review documents that may help to identify, assess, and control hazards, such as:

- **Inspection reports, minutes forms, policies, plans, procedures, and so forth** – These files may show degenerative trends, recurring concerns, ongoing problems, and weaknesses in health and safety systems.
- **Accident reports, WCB claims, and first aid registers** – These show where and how workers are being harmed.
- **Equipment records and product documents** – Documents for machinery, equipment, tools, and chemical and biological substances can help identify hazards and suggest controls. Occupational Health and Safety Division publications and industry literature can also help.
- **Plans and diagrams** – Use work process diagrams, floor plans, activity flow charts, and so forth to help identify work area design flaws, lifting hazards, and potential problems. Be sure to get the latest versions of these documents. During the inspection, note any discrepancies between conditions and these documents.

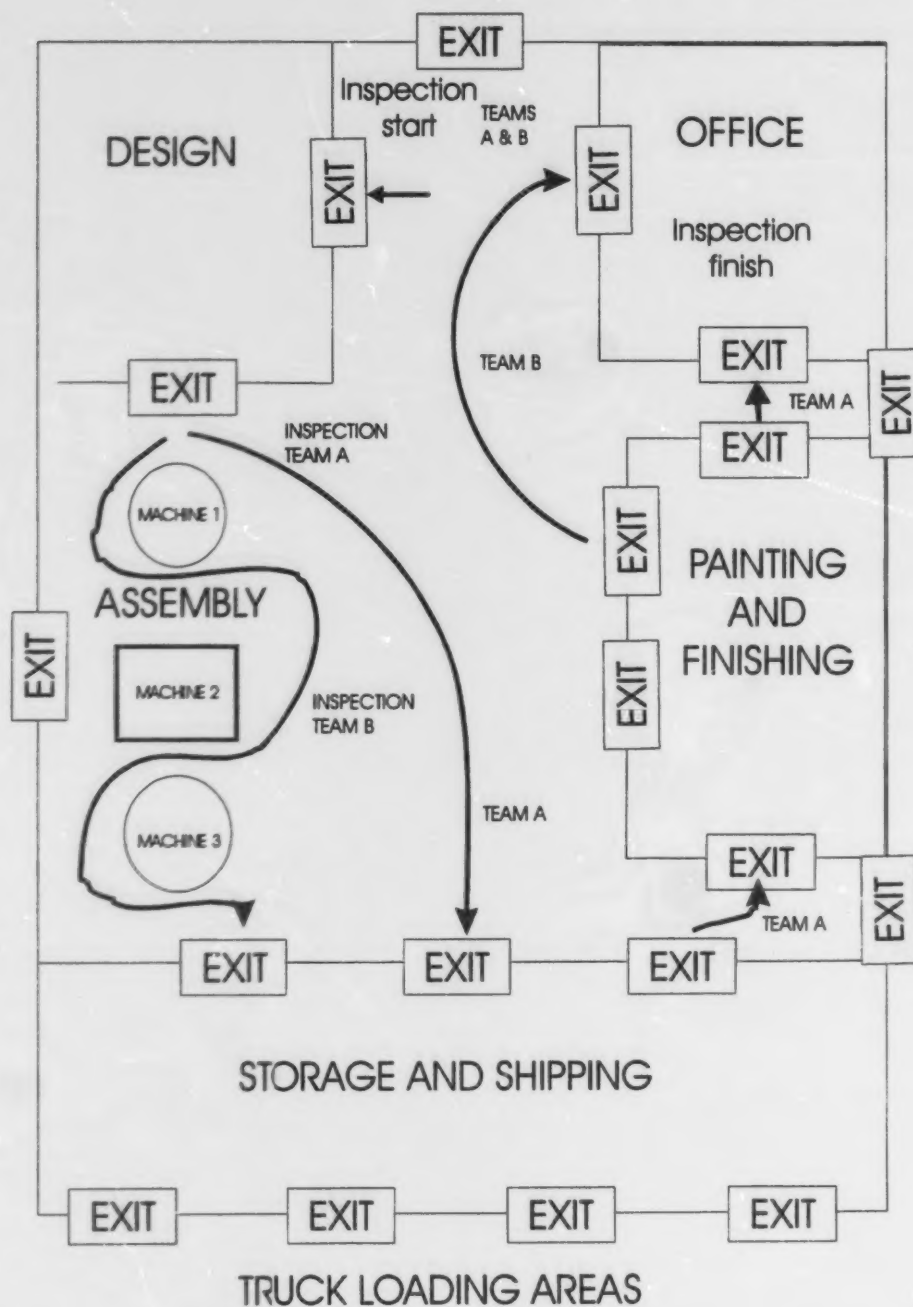
Copy concerns that must be followed-up on into the inspection recording form to ensure nothing is missed or forgotten.

2 Plan the inspection route

Use workflow diagrams and work area floor plans to determine the route of the inspection (see the example on the next page). Identify hazards and trouble spots that need special attention. Decide what equipment, supplies, advice, and personal protective equipment will be needed for each inspection point. Consider:

- what will be inspected, when, and in what depth or detail
- what will be inspected within each work area (policies, procedures, processes, equipment, machinery, tools, storage areas, walk ways, and exits)
- what monitoring (air, noise, or observation) will be done, where, and for how long
- process/client service work flow, start-up, and ending times
- where workers are most likely to be harmed by hazards
- recent modifications to the workplace, such as new equipment purchases, renovations, and so forth

Workplace floor plan showing the planned routes of inspection teams A and B.



3 *Assemble resources*

Gather any tools, supplies (such as flashlights, cameras, clipboards, measuring tapes, and rulers), and personal protective equipment you will need.

4 *Decide who will inspect what*

Options include:

- having the committee co-chairpersons inspect the workplace and report to the committee about what was found
- dividing the workplace into areas and assigning each committee member, or teams of members, an area to inspect
- asking each committee member to inspect a specific item or type of technology (such as computer workstations, chemicals, machinery, tools, and so forth)
- asking the employer to involve specialists if committee members do not know how to handle complex technical matters
- having the entire committee conduct the inspection

Inspect systematically

Dealing with supervisors

- ✓ Remember that the supervisor's role in performing inspections and ensuring workers inspect their tools, equipment and PPE does not shift to the committee or representative
- ✓ Encourage workers to take their concerns to their supervisor before bringing them to the OHC or Rep
- ✓ Be diplomatic. Respect the supervisor's views and work rules
- ✓ Bring serious problems to the supervisor for correction right away
- ✓ Get the supervisor involved when you must deal with a concern. Ask him or her to suggest ways of solving the problem. Even if the supervisor does not have the authority to resolve the concern, involving the supervisor may make him or her more supportive
- ✓ Ask the supervisor how concerns are being handled

Inspect safely – Watch for workplace hazards, follow work area rules, and use appropriate personal protective equipment. Watch for unexpected hazards, such as welding outside designated areas.

Use checklists and forms – Use checklists, inspection recording forms, and work flow diagrams to keep your inspection on track.

Contact the supervisor – If the employer's policy requires it, consult the supervisor (or designate) of each work area before inspecting. The employer may also wish you to review what you found with the area supervisor after the inspection. If so, be diplomatic and do not attach blame for defects, take sides, or be critical of supervisors or workers. Ask supervisors to talk about their concerns and suggest ways of resolving them.

Minimize disruptions – Do not disrupt work when asking workers about their concerns, inspecting items, or using monitoring equipment.

Follow-up – Ask workers about the effectiveness of corrective action taken since the last inspection. See if workers, supervisors, and maintenance personnel are performing necessary inspections and carrying out other activities required by the workplace's health and safety systems.

Look in out-of-the-way places – Items and places outside of normal production activities (such as storage areas, parking lots, and 'junked' tools) may be missed during inspections by supervisors and workers. Get a complete idea of what is in each work area. Check storage rooms, closed cabinets, and non-production areas.

Use your senses – Many hazards can be heard, smelled, felt, or seen. However, never rely on your senses alone. Monitoring equipment may be needed to detect and assess some hazards.

Take careful notes – Note exemplary behaviour and provide positive feedback. Note all hazards, even those corrected at once. Carefully identify and describe each hazard, the threat it poses, and where it was found. Use the correct names and locations for all machinery, tools, and equipment.

Classify hazards on your recording forms

Assess and classify the relative seriousness of each hazard to help the inspection team set priorities for corrective action. See step 4 for more information.

Discuss concerns with employees



Make it clear that the purpose of your inspection is to find facts and not faults. Ask questions to check understanding of procedures, standards, hazard controls, and so forth.

Ask about any patterns of illness or accidents in the work area. Are health and safety problems being investigated? Is the committee or representative being involved? Is effective corrective action taken?

Check the effectiveness of worker orientation, training, and instruction. Note issues that may require further investigation. Ask for ideas about how to fix defects.

Pay attention to new and inexperienced workers. They may report hazards other workers have become "used to".

Tell workers who have raised concerns in the past what the employer is doing to resolve their concerns.

Talk to employees about workplace health and safety issues and the activities of the committee or representative.

Role of the supervisor

- ✓ Coaching and training workers
- ✓ Holding health and safety talks and meetings
- ✓ Conducting job observations
- ✓ Inspecting the work area regularly
- ✓ Monitoring compliance with workplace requirements
- ✓ Correcting specific concerns
- ✓ Bringing concerns that cannot be dealt with 'on the shop floor' to the next level of management

The employer can support supervisors by ensuring they:

- ✓ know what is expected of them during the inspection
- ✓ know what they should do when a problem is reported
- ✓ have the authority and resources needed to take corrective action

Discuss health and safety issues with supervisors

During inspections, ask supervisors questions like:

- what inspections are required in their work areas, such as inspection intervals for equipment and machinery
- what inspections they are performing, when, and how
- if they are speaking to workers about health and safety and asking workers to talk about their concerns
- if they are correcting defects
- if they are orientating and training new workers and how
- if they are making special inspections when new equipment and workers are introduced

Some supervisors may interpret problems found on the inspection as criticisms. If so, remind them that the purpose of the inspection is fact-finding, not fault-finding. Avoid arguments and maintain a firm, fair, and impartial attitude.

How to help workers resolve concerns

- 1 Encourage workers to report all concerns to their supervisor before passing them to the committee or representative.
- 2 If the problem cannot be resolved with the supervisor (management), encourage workers to take it to the local committee or representative.
- 3 If the local committee member cannot resolve the concern, call in the co-chairpersons. In workplaces with a representative, the representative talks to the employer at this point.
- 4 If the co-chairpersons cannot resolve the problem, deal with the issue at the next committee meeting. If the concern is serious, such as a refusal to work under section 23 of the Act, call an emergency committee meeting.

The committee or representative can help the worker and employer by gathering information on the risks posed by each hazard and possible corrective action. Take recommendations for corrective action to your employer. Keep employees who raise concerns informed.

Your employer is expected to act on the recommendation of the committee or representative, or explain why he or she does not agree with the recommendation. The employer should advise the committee or representative about corrective action taken to deal with other, less serious, types of concerns.

If your employer corrects a contravention of the legislation or a hazardous situation, your employer should send the committee or representative a written note describing what was done. The committee should record the corrective action in the minutes of its meetings. Representatives do not have to keep minutes. However, we suggest that you keep some record of what was discussed. It may come in handy later.

- 5 If the committee or representative cannot resolve the concern with your employer, anyone may ask an occupational health officer for help.

See the flowchart summary at the end of this chapter for more information.

Compliance issues

We suggest that information from inspections not be used for discipline. Remember that the supervisor is responsible for compliance with workplace requirements, not the committee or representative.

Protection for workers who raise concerns

Under the Act, if you raise a concern, you are protected from *discriminatory action*. This is explained in the *Occupational Health Committee Manual*. See section 27 of the Act for more information.

When you don't know what to do

Sometimes the committee or representative may not know:

- if a situation threatens workers
- how to correct a hazard
- what to do about a concern

When this happens, ask the employer to investigate the situation and take appropriate corrective action. If you or the employer still do not know what to do, consider asking the employer to have the problem evaluated by experts. Follow-up to ensure the matter has been resolved. Inform the employer about any concerns workers have about what was done.

Remember that your employer decides how to resolve concerns and control hazards. A committee or representative cannot impose a solution, but should provide advice.

Record what you find

Complete checklists, inspection recording forms, and make any necessary drawings.

Tips for using inspection documents

Be brief – Complete all checklist and recording form items, but be brief. This saves time and keeps the inspection moving. Write clearly or print.

Record – Carefully record and explain everything you think is important in your inspection recording form.

Illustrate – Make observations, drawings, and take photographs. Identify and note the location of hazards. Make brief supporting observations on flowcharts, floor plans, and other diagrams. If confidentiality is not necessary, identify workers and supervisors who raised concerns.

Be precise – Use precise descriptive words to describe defects like *bent, twisted, broken, frayed, cracked, spilled, and slippery*. Avoid vague words (like *unsafe*) that are open to interpretation.

Make notes later – Leave space after each item when you initially record it. Use this space later to record observations and notes about

possible root causes. This keeps information about each concern in one place. Write lengthy observations and recommendations on a separate page.

Number concerns – Use a numbering system to identify and separate concerns. Number, identify, and date each page so they cannot be confused with the notes from other inspections.

Track corrective action – Keep copies of inspection documents to track corrective action, concerns, and trends, periodically assess training needs, and look for deficiencies in your inspection system.

Update – Periodically update your inspection recording forms.

How to use your inspection recording form

Use your inspection recording form to:

- 1 Identify each area or item inspected.
- 2 Prompt those conducting the inspection to:
 - record exemplary situations (such as excellent housekeeping, safe work procedures, and so forth)
 - identify, classify, and prioritize hazards, concerns, defects, substandard work procedures, and so forth
 - check the progress of corrective action/follow-up on concerns that have not yet been resolved

Provide enough space for notes, and observations. Use the back of the form or attached pages for drawings and notes. You can adapt the example on the next page to your needs.

Example of An Inspection Recording Form		Page 1 of 2
Work Area(s): Building A Department: Machine Shop Shift: Night		
Inspectors Joe and Shelly		Date of Inspection January 01, 2000
		Date Discussed By Committee January 02, 2000
#	Items Detected	
1	Strong smell coming from cutting oil in bed of lathe #2. Noted on two previous inspections.	
2	Housekeeping poor on last inspection. Housekeeping in shop is excellent.	
3	New hire confused over safe lifting requirements in storage area.	
4	Defective ladder (broken rung) in shop.	
5	A review of accident reports and WCB claims for maintenance and other areas show a large number of back injuries over the past year.	
6	Workers complain of fatigue, headaches, and illness in late afternoons.	
7	Several computer workstations in the main office were not ergonomically correct.	

Meet to discuss what you found



After the inspection, your inspection team should meet to:

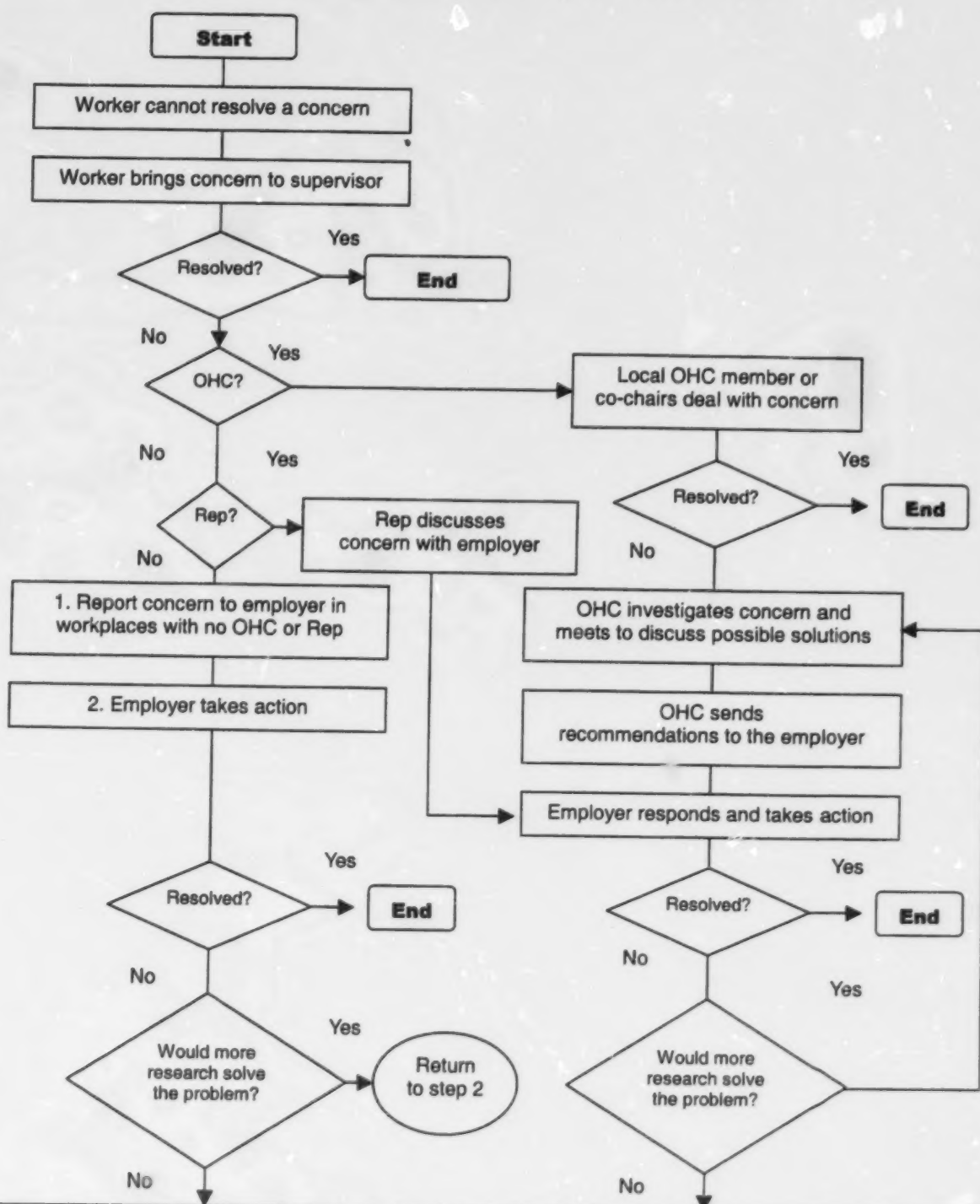
- discuss what was found
- prepare the inspection report
- plan a meeting to discuss the report and prepare final recommendations for corrective action to send to your employer

In the next step, we will talk about how to prepare the inspection report and recommend corrective action.

Summary

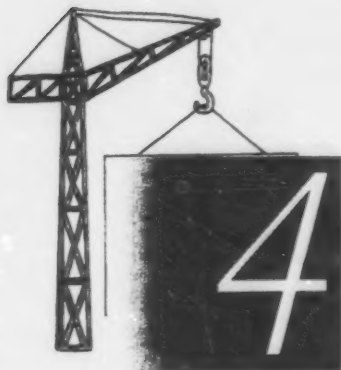
- We recommend that each occupational health committee inspect the workplace, or parts of the workplace, before each regularly scheduled meeting.
- Occupational health and safety representatives can inspect the workplace shortly before meeting with your employer.
- Meet before the inspection to assemble resources, plan the inspection route, and determine who will do what.
- Clearly identify what will be inspected and what the purpose of the inspection will be. Plan to inspect people (activities, work practices, and so forth), vehicles, tools, equipment, chemical, and biological substances, and the work environment.
- Review previous inspection reports, equipment records, accident files, and so forth to clarify what needs attention during the inspection.
- Use floor plans and work flow diagrams to plan the inspection route. Assign responsibilities for inspecting various areas, equipment, and activities.
- Ensure any necessary work area entry approvals have been received and the inspection team is aware of safety and personal protective equipment requirements for each area to be visited.
- Contact the supervisor of each area to be inspected before entry. Discuss what you are going to do and review any issues of concern to the supervisor. Make it clear to supervisors and workers that the purpose of the inspection is to find facts and not faults. Systematically inspect each item. Discuss concerns with employees.
- Carefully and precisely, identify, locate, and describe each hazard you find during your inspection. Use this information to prepare the inspection report.
- Encourage employees to bring concerns to their supervisor. If the supervisor cannot resolve the concern, encourage them to inform the committee or representative. Keep workers informed about what is being done to resolve their concerns. Follow the steps outlined on the next page.

Handling Health and Safety Concerns



Anyone has a right to contact the Division for help and advice. However, try to resolve concerns within the organization first.

Notes



Take action

- Write an inspection report soon after the inspection
- Meet to discuss the inspection report
- Recommend corrective action to your employer
- Tell the workers what was done

Introduction

After the inspection, discuss what you found and write a short inspection report to compile, organize, and elaborate on what each inspection team member found. Decide what hazards are most likely to cause harm and therefore need prompt attention. Add items from the inspection report to the agenda of the next committee meeting.

At the next committee meeting, discuss the inspection report and send recommendations for corrective action to the employer. Worker occupational health and safety representatives will discuss the inspection report directly with the employer.

The complexity and size of the workplace determines how extensive a report you need. Many committees simply incorporate inspection results in their minute forms.

Write an inspection report soon after the inspection



Some inspection teams prepare a report for the full committee to discuss at a meeting. This report identifies:

- what was inspected (work areas, materials, and equipment)
- when the inspection was made (date, time, and shift)
- what defects were found, where, and by whom
- exemplary health and safety situations
- who will receive copies

Meet to discuss the inspection report

Sample agenda

Date: _____ Time: _____

- 1) Those present:
 - a)
 - b)
 - c)
- 2) Items carried over from last inspection:
 - a)
 - b)
 - c)
- 3) New concerns:
 - a)
 - b)
 - c)
- 4) Other issues:
 - a)
 - b)
 - c)
- 5) Date of next inspection:

Occupational health committees can schedule a meeting soon after the inspection (while memories are still fresh) to discuss the inspection team's report, and other outstanding items, and develop recommendations for corrective action to send to the employer. If serious concerns are involved, hold an emergency meeting.

See the *Occupational Health Committee Manual* for information about holding meetings and completing occupational health committee minutes forms.

Occupational health and safety representatives will discuss the inspection results directly with the employer. The Division recommends that representatives and employers keep a record of the concerns discussed.

Analyze concerns

During meetings, committees and representatives can use problem-solving techniques to analyze concerns. The following RAIDERS method is one system. Another is discussed in the *Occupational Health Committee Manual*.

You can't help your employer correct a problem unless you can:

- | | |
|----------|--|
| R | Recognize the problem |
| A | Analyze it |
| I | Identify possible causes |
| D | Develop possible solutions |
| E | Evaluate those possible solutions |
| R | Reach a decision |
| S | Stimulate action¹ |

¹ Adapted from Bird and Germain, *Practical Loss Control Leadership*, DNV, Loganville Georgia, 1996, page 275. See the back of this chapter for a flowchart summary.

RAIDERS Roles Chart (examples)

RAIDERS Item	Role of OHC/Rep	Role of Employer
R Recognize the problem or concern	Measure workplace conditions against standards and note discrepancies. Identify and describe deviations in writing.	Set clear standards for every aspect of the organization. When you find defects, identify the immediate problem, its components, and possible root cause(s). Discuss problems with the committee or representative.
A Analyze each problem	Discuss problems at meetings. Consider what is known and not known about each problem. Consider when, where, and why each concern was reported. Do not jump to conclusions. Review relevant legislation, standards at other workplaces, equipment manuals, MSDSs, records, diagrams, and so forth before making recommendations. Consult stakeholders to get their opinions and suggestions and to build support.	Consider what is known and not known about each problem to break up blind spots and identify what to research. Research each concern. Consider when each concern was recognized (timing). Find out what happened immediately before it surfaced. For example, was a work process modified? Were new procedures, workers, materials, or substances introduced? Consider <i>when</i> the problem occurs. For example, does the problem occur during a specific shift or at a specific point in a work cycle? Think about <i>where</i> the problem occurs (location). Are there any contributing factors?
I Identify possible causes	Problems usually have several causes. Try to identify each contributing factor. Look for underlying root problems. Be wary of "obvious causes" and hasty decisions. Keep asking "why" until you are satisfied that you have all of the answers you need. Substandard conditions may range from minor to life threatening. Help the employer to assess risk and set priorities for controls.	You can often figure out what corrective action to take by thoroughly examining the causes for various problems. Look for system problems In addition to identifying hazards, look for any system defects such as inadequate training, poor methods of analyzing the possible hazards caused by technological change, inadequate responsibilities and accountabilities for health and safety, and so forth. Suggest priorities for corrective action This will ensure that resources are used efficiently and quickly to protect workers. Hazards that could cause serious injury, and hazards, to which workers are exposed frequently, or for long periods, should be your priorities.

RAIDERS Roles Chart (examples)

RAIDERS Item	Role of OHC/Rep	Role of Employer
D Develop possible solutions	Help the employer to find root causes. Suggest general types of hazard controls or solutions to resolve specific concerns. Help your employer to research issues and come up with appropriate control measures.	Problems usually have several causes and potential solutions. Before making a decision, list all possible solutions. This provides choice and gives everyone at the meeting a chance to select the most effective options. Solutions can involve: 1. Eliminating the problem by discontinuing use of a dangerous substance, or getting out of a hazardous line of business. 2. Substituting a hazardous process or substance with a "safer" one. 3. Redesigning a work process so that dangers are removed. For example, redesigning an assembly procedure to remove the need for manual lifting. 4. Adapting an existing process, tool, or machine to solve the problem. 5. Simplifying the issue. For example, reducing the number of steps in a work procedure or rewriting an instruction manual to make it easier to follow. 6. Improving the underlying health and safety systems. See chapter 2 in the <i>Occupational Health Committee Manual</i> for more information about hazard control.
E Evaluate possible solutions	Help your employer to consider the positive and negative aspects of each possible solution. Tell your employer about any hazards the corrective action might create. For example, if you want to get rid of a noisy riveting process by replacing it with a welding operation, the welding process will produce fumes and arc flash.	Examine the positive and negative aspects of each possible solution, including possible side effects. For each proposed recommendation consider: ✓ the nature of the hazards involved and their risk ✓ the cost, time, expertise required, and inconvenience involved in the proposed corrective action versus the status quo ✓ any new hazards that the proposed corrective action might create ✓ the advantages of the proposed corrective action ✓ final comparisons of the proposed corrective action with the status quo, including total long-term costs ✓ compliance requirements Develop short-term measures to deal with the immediate causes and long-term solutions to remove the root cause.
R Reach a decision	Discuss proposed controls with workers and supervisors. Reach a consensus about what solutions that you believe will work best and what recommendations to send to the employer.	Consider several potential solutions (such as engineering controls, improved worker training and job procedures, better equipment and tools, better work environment controls, replacement of equipment, or workplace redesign). Consider the consequences and costs of not implementing each proposed solution (such as continuing injury claims, poor product quality, and so forth). Select a solution that gets the job done with the fewest adverse consequences and the most chances of success. Often there will be no perfect solution. Think about how to implement each decision that is reached. Consider: ✓ What actions are required? ✓ Who should take those actions? ✓ What resources (such as time, money, and people) are required? ✓ What could get in the way or go wrong? ✓ What monitoring and follow-up is required? What information should be provided to workers?
S Stimulate action	The employer takes action. The committee or representative provides advice and monitors the action's effectiveness.	Review deficiencies in your workplace's health and safety systems and take appropriate corrective action. For example: improve training for supervisors and workers, change job responsibilities, and do more task analyses.

Recommend corrective action to your employer



- 1 **Use consensus** – Use consensus and not votes, to gain agreement on recommendations. Voting can create factions.
- 2 **Deal with the appropriate authority** – Report concerns to the level of the organization that has the authority to act.
- 3 **Be diplomatic** – Put proposals and implementation schedules forward in a way that supports agreement and promotes action. Whenever feasible, provide the employer with alternative courses of action to solve each problem. Outline the advantages, disadvantages, and costs of each alternative solution. Explain to the employer what could happen if corrective action is not taken.
- 4 **Include schedules** – Recommend an implementation schedule (such as who does what and by when) for each final recommendation. Refer to applicable regulations and organizational requirements whenever necessary. Have both occupational health committee co-chairpersons sign the final recommendations and committee minutes.
- 5 **Solve root causes** – Recommend solutions for root causes rather than symptoms. For example, if the root cause of the problem is inadequate training for forklift truck operators, simply recommending that the employer enforce speed limits may not solve the problem.
- 6 **Encourage promptness** – Delays in taking corrective action may harm workers and undermine the credibility of the workplace's health and safety systems. This is why it is so important for the employer to provide supervisors and managers with the authority and resources to promptly fix problems.
- 7 **Take immediate action** – Recommend short-term preventive measures until permanent controls take effect.
- 8 **Record what was done** – It's good practice to file copies of each inspection report and set of meeting minutes for the information of workers. These documents may be needed someday for Workers' Compensation Board claims.
- 9 **Inform workers** – Occupational health committees must post a copy of the minutes of the meeting in the workplace for the information of workers. This lets workers know what was found on the inspection and what is being done about their concerns. Although representatives do not have to keep minutes, it is a good idea to keep records of meetings and inspections and post them in the workplace for the information of workers.

What your employer must do when you report an unsafe condition (regulation 28)

"On written notice by the committee or the representative of an unsafe condition or a contravention of the Act or any regulations made pursuant to the Act, the employer, contractor, or owner shall:

- (a) take immediate steps to protect the health and safety of any worker who may be at risk until the unsafe condition is corrected or the contravention is remedied;
- (b) as soon as possible, take suitable actions to correct the unsafe condition or remedy the contravention; and
- (c) inform the committee or the representative in writing of:
 - (i) the actions that the employer, contractor or owner has taken or will take pursuant to clause (b); or
 - (ii) if the employer, contractor or owner has not taken any actions pursuant to clause (b), the employer's, contractor's or owner's reasons for not taking action".

If the matter cannot be resolved, or technical advice is needed, the committee or representative may contact the Division for help (Act, section 21).

The occupational health committee or representative should check to see that the corrective action planned for each concern is carried out. Find out if the action taken by your employer has solved the problem. Inform the employer about the concerns of employees.

Tell the workers what was done



Make sure workers know what is happening. Use your inspection report or committee minutes to tell them about:

- the hazards found on your inspection
- what short-term controls are being used (what is being done now)
- what will be done to remove or permanently control those hazards (long-term controls)

Your employer can help by asking supervisors to provide this information to workers during "tool box talks," worker training, and orientation.

Summary

- The inspection report compiles and organizes material noted on inspection recording forms, checklists, diagrams, and so forth. It provides information the committee (or representative) can use to set priorities and recommend corrective action.
- Some committees have their inspection team prepare a report for the committee to discuss. Others meet to discuss the inspection and use their committee minutes as the inspection report.
- The occupational health committee should use the inspection report to prepare (or add items to) a meeting agenda. The committee should discuss the agenda at its meeting and develop final recommendations for corrective action. The employer is responsible for taking corrective action.
- Worker occupational health and safety representatives will meet directly with the employer to discuss the results of the inspection.
- Keep a record of the concerns discussed. File copies of each inspection report. Reports may be needed later for Workers' Compensation Board claims, or by occupational health officers of Saskatchewan Labour. Post a summary in the workplace for workers.
- If you are an employer, document what you have done. Be prepared to show that you took all reasonably practicable steps to show *due diligence*.

RAIDERS Problem Solving Summary Chart ²

A. Recognize The Problem

- ☐ Identify deviation from standards
- ☐ Clarify in writing

B. Analyze The Problem

- ☐ Location
- ☐ Timing
- ☐ Seriousness

G. Stimulate Action

- ☐ Implement
- ☐ Follow-up

C. Identify Possible Causes

- ☐ What is distinctive about the problem?
- ☐ What has changed?

F. Reach A Decision

- ☐ Solution with most benefits and fewest adverse consequences
- ☐ What could get in the way?

D. Develop Possible Solutions

- ☐ Use creative and rational thinking
- ☐ Get input from employees

E. Evaluate Possible Solutions

- ☐ Advantages of each possible solution
- ☐ Disadvantages

² Adapted from Bird and Germain, *Practical Loss Control Leadership*, DNV, Loganville Georgia, 1996, page 291.



Improve your inspection system

- What to do
- How to do it

Introduction

Spend some time thinking about how well you are doing your inspections and how they can be improved or kept current. For example:

- the work that your organization does may change over time; new items may have to be inspected, or different types of inspections may be required
- inspection procedures and documents may have to be updated to reflect changes to standards and industry best practices
- new hazards and risks may be identified

We suggest that you evaluate your inspection program every year.

Use the material in the previous chapters in this manual to develop checklists for inspection programs. Use the information and work sheets in this chapter to evaluate the 'big picture' (such as why you are doing your inspections, what effect they are having, and so forth).

What to do

The committee or representative is not the employer's compliance officer. The ultimate role of inspections conducted by the committee or representative is to check the effectiveness of the employer's inspections and health and safety program. To do this, the employer and committee or representative should review each element of the inspection system discussed in this guide. Find out if these systems are working properly and if they can be improved in light of industry best practices and other standards.

How to do it

You can do several things to evaluate and improve your inspection system:

- **Talk about it** – Discuss your inspection system with supervisors and workers. Discuss your inspections at committee meetings (talk to the employer if you are a representative) to see what can be improved.
- **Change with the times** – Modify your inspection systems to reflect changes in workplace technologies, supplies, procedures, policies, chemicals, biological substances, and so forth.
- **Look for new ideas** – Look for ideas and inspection standards in industry magazines, manufacturer associations, legislation, and so forth. Review accident and dangerous occurrence reports.

The employer can help by doing things like:

- setting standards for inspections
- sharing significant results of assessment, evaluations, inspections, and so forth with the committee or representative
- discussing how the committee or representative can check the effectiveness of these activities
- helping the committee develop checklists to evaluate the effectiveness of the inspection system

Examples of Checklist Questions for Evaluating Inspection Systems			
Item	Yes	N/A	Needs Work
Organization			
Are inspection procedures and schedules in place?			
Does everyone understand who is responsible for what?			
Are adequate resources provided?			
Process			
Have people who will do various inspections been identified?			
Have they been adequately trained?			
Does the committee inspect before every regularly scheduled meeting?			
Is a different part of the workplace inspected each month, but the entire workplace is inspected at least once every year?			
Are special inspections conducted as required?			
Are tools, equipment, machinery and so forth inspected as recommended by the manufacturers?			
Are concerns discussed with workers during inspections?			
Do inspections look at physical conditions?			
Do inspections look at work procedures, activities, and so forth?			
Do they assess the risks of hazards and potential hazards?			
Do they audit each health and safety system?			
Corrective Action and Follow-up			
Are inspection reports given to supervisors and managers for corrective action?			
Are clear responsibilities and timelines for corrective action assigned?			
Is the effectiveness of corrective action checked during subsequent inspections?			
Documentation			
Are report forms and checklists used as intended?			
Do checklists and reporting forms encourage inspectors to look for the root causes of defects?			
Are inspection reports kept on file?			
Evaluation of inspections			
Are checks made to ensure inspections are performed?			
Are checklists and reporting forms reviewed and updated regularly?			
Is the effectiveness of each type of inspection regularly evaluated?			

Summary

You can make your inspection program more effective by regularly evaluating it. The employer can help by managing the inspection system just like any other aspect of the organization.

When you evaluate your inspections, think about:

- why you are doing them
- what you are looking for
- what inputs you use to plan and conduct your inspections
- how you do your inspections
- the results of your inspections

Ideally, your inspection system should help the employer to provide a healthier and safer workplace.

Appendix

- Resources for inspections
- Preparing inventories of critical parts, items, substances, and hazardous conditions
- Preparing workflow diagrams, production flowcharts, and checklists
- Examples of inventories and checklists
- Inspections and audits
- Booklet summary

Resources for inspections

The tools you need depend on the work you do. Most inspection teams use the following items:

- clipboards
- inspection forms
- pens/pencils
- machinery and equipment lockout/tag out supplies
- measuring tape/ruler
- flashlight

The following tools may also be useful:

- still/video camera
- tape recorder
- monitoring equipment, (noise meters, and so forth)
- sampling containers (for air monitoring and so forth)
- special personal protective equipment

Your employer is responsible for providing the equipment and tools you need to conduct inspections. What you will need depends on the nature of your workplace.

Preparing inventories of critical parts, items, substances, and hazardous conditions

The employer is not expected to develop inventories all at once. Gradually build up and update them.

Here are some sources that the employer can use to develop inventories and committees can use to evaluate their effectiveness:

- **Associations** – Many provide training and can recommend appropriate publications from the U.S. National Safety Council, the Canadian Centre for Occupational Health and Safety, and others.
- **Job descriptions and job safety analysis forms** – Use these to identify hazards, hazardous jobs, and dangerous processes.
- **Legislation** – The regulations and related codes of practice are an excellent guide to identifying and controlling hazards.¹ The legislation also sets standards for programs, policies, plans, and procedures.
- **Occupational health officers** – Officers can provide technical advice.
- **The Occupational Health and Safety Division** – The Division has a library of safety publications and videotapes. Sask Labour's Website provides a number of health and safety links at: <http://www.labour.gov.sk.ca/>.
- **Suppliers and manufacturers** – Equipment manuals, users' guides, material safety data sheets (MSDSs), hazard warnings, product labels, and so forth are a first line of defense.
- **Unions** – Many unions provide health and safety training and information about hazards to their members.
- **Workers, supervisors, and managers** – Workers, supervisors, and managers often know (or suspect) what hazards exist and where they are located.

¹ Codes of practice are not legislation. Codes provide advice on how to comply with specific parts of the regulations. For example, recently, the Division released a code dealing with how to meet safety requirements for fire fighters set out in Part XXXIII of the regulations, *Additional Protection for Fire Fighters*.

Preparing workflow diagrams, production flowcharts, and checklists

Diagrams and flowcharts – Workflow diagrams and production flowcharts provide a “bird’s eye view” of how work flows from area to area and where workers are likely to contact hazards. Employers, committees, and representatives can use them to plan inspection routes and identify hazards. Mark the locations of accidents and near accidents and follow-up on concerns.

Review the production flow and process from receipt of raw material to shipping of the finished product. Identify where the finished product is stored and how it is prepared for shipping.

Checklists

Checklists remind you about what to inspect and record what you inspected. Once an item on the list is inspected, it is “checked off”. Checklists save time and provide good records.

How much detail you need to put into each checklist depends on the circumstances. For example, checklists for rarely performed jobs will usually need more detail than checklists for frequently inspected jobs.

Purchase and adapt checklists or prepare them from legislation, industry standards, equipment manuals, and interviews with experienced workers. Make checklist questions as precise as possible so you know exactly what to look for. Identify and describe what to inspect in each machine, tool, piece of equipment, and so forth. Update checklist questions regularly.

What is being inventoried: _____ Date: _____
(machines, tools, equipment, material, work areas, and so forth)

Approved by

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Area(s) inspected:					
Date and time:					
Person(s) inspecting:					
Examples of Checklist Questions for Evaluating General Work Areas				OK	
Item	Location	Condition	Yes	No	
Exits and entrances – are:					
1 Evacuation routes clearly marked?					
2 Exit signs lit?					
3 Entrances clear and unblocked?					
4 Entrance stairs free of ice?					
5 Entrances well lit?					
Floors, tiles, and carpets – are:					
1 Carpets clean and firmly secured?					
2 Carpets free of glue and other odours?					
3 Carpets in good condition?					
4 Floors clean and do they provide a good grip?					
5 Floors and stair flashing free of obstructions and tripping hazards?					
6 Areas that are more slippery than others clearly marked?					
Stairs and aisles – are:					
1 Aisles kept free of obstructions					
2 They well lit?					
3 Markings clear and visible?					
4 Areas that are more slippery than others clearly marked?					
5 Blind corners clearly marked?					
6 Mirrors in place at blind corners so people can see oncoming traffic?					
7 Mirrors intact, clean, and visible?					
8 Aisles wide enough (at least one metre) for traffic?					
9 Emergency lights maintained?					
10 Stair handrails in good condition and firmly attached?					
11 Stair lights in good condition?					
12 Stair exits secured after hours?					
Walls – are:					
1 Signs, bulletin boards, and fixtures firmly fastened?					
2 Walls clean?					

Examples of Checklist Questions for Evaluating General Work Areas			OK	
Item	Location	Condition	Yes	No
Ladders and stock scaffolds – are:				
1 Ladders regularly inspected?				
2 In good condition?				
3 Workers trained to use them?				
4 Workers trained to use scaffolds?				
5 Scaffolds inspected before use?				
4 Scaffolds regularly maintained?				
5 Wheels locked when in use?				
6 Guardrails and handrails attached?				
Lighting – are:				
1 Lights and illumination adequate?				
2 Contrasts and glare minimized?				
3 Task lights provided in areas of low light or high glare?				
4 Windows covered with blinds and drapes and other light control devices that workers can access?				
5 Emergency lights kept maintained and is illumination adequate?				
Storage – are:				
1 Items stored on shelves properly?				
2 Heavy objects stored on the bottom shelves or on the floor under shelves and not on top shelves?				
3 Storage and work processes designed to minimize manual lifting?				
4 Lifting/moving assists used whenever possible instead of manual lifts?				
5 Lifting/moving assists available when needed?				
6 Workers trained to use it?				
7 Floors around shelves clear?				
8 Racks and shelves maintained?				
9 Floors dry and clean?				
Electrical – are:				
1 Plugs, cords, and sockets kept in good condition?				
2 Plug ins where they are needed?				
3 Extension cord use minimized?				
4 Access to plugs and sockets clear?				
5 Cords secured?				
6 Proper cords and plugs used?				
7 Electrical tools in good repair?				

Examples of Checklist Questions for Evaluating General Work Areas			OK	
Item	Location	Condition	Yes	No
Equipment and machinery – are:				
1 They well maintained?				
2 They inspected before each use?				
3 Workers trained to use properly?				
4 Lock out procedures in place?				
5 Safe work procedures used?				
6 Emergency stops clearly marked and working properly?				
7 Guards and safety devices maintained and working properly?				
8 Workspaces adequate?				
9 Enough workspaces?				
10 Noises controlled?				
11 Fumes and exhaust controlled?				
12 Lights and illumination adequate?				
Chairs – are:				
1 Ergonomic chairs used for all work requiring repetitive motions?				
2 Chairs suitable for each worker?				
3 Chairs readily adjustable?				
4 Chairs properly adjusted by workers?				
5 Chairs maintained and kept clean?				
6 Workers trained to use?				
Computers – are:				
1 Ergonomic workstations used?				
2 They properly adjusted?				
3 They suitably lit?				
4 Screen images stable and clear?				
5 Workers trained to adjust?				
Fire safety – are:				
1 Fire extinguishers/hoses maintained and tested this year?				
2 Fire extinguishers on walls visible and clearly marked?				
3 Workers trained to use?				
4 Refresher courses given?				
5 Emergency routes clearly marked?				
6 Emergency exits clear?				
7 Combustibles stored properly?				
8 Chemicals stored properly?				
9 Fire drills held every six months?				
10 Emergency numbers and fire marshals clearly identified?				
11 Electrical devices in good condition?				
12 Heaters equipped with devices to shut them off if tipped?				
13 Alarms maintained and tested every year?				

Examples of Checklist Questions for Evaluating General Work Areas			OK	
Item	Location	Condition	Yes	No
First aid – are:				
1 First aid kits checked every month?				
2 They clearly marked and available?				
3 Workers aware of where to go and who to see if they need first aid?				
4 Certificates of first aiders valid?				
5 The numbers of the local ambulance/emergency response agency clearly visible?				
6 WCB and accident forms readily available?				
Garbage – are:				
1 Workers trained to handle garbage?				
2 Bins at suitable points?				
3 Bins kept away from air intakes?				
4 Bins secured?				
5 Flammables kept in proper bins?				
6 Bins emptied each week?				
Hazardous materials – are:				
1 Workers trained in WHMIS?				
2 MSDSs readily available?				
3 Container markings clear and visible?				
4 Safe work procedures used?				
5 Materials safely disposed of?				
Work environment:				
1 Is air quality good?				
2 Is general ventilation checked each year?				
3 Are local ventilation systems maintained every year?				
4 Are workers protected from drafts and sudden changes in temperature?				
5 Are workers protected from excessive noise?				
Parking – are:				
1 Parking lots kept free of ice and snow?				
2 Well lit?				
3 Workers encouraged to use buddy system when accessing after hours?				
4 Speed limits posted?				
Personal protective equipment – are:				
1 Workers trained to use, store, and maintain it?				
2 Workers told about the limitations?				
3 Workers know how to dispose of?				
4 Respirators maintained and cleaned?				
5 Workers told where to obtain PPE?				
6 Various types replaced as required?				

[illegible]

Inspections and audits

Inspections focus on one part of the system at a time.

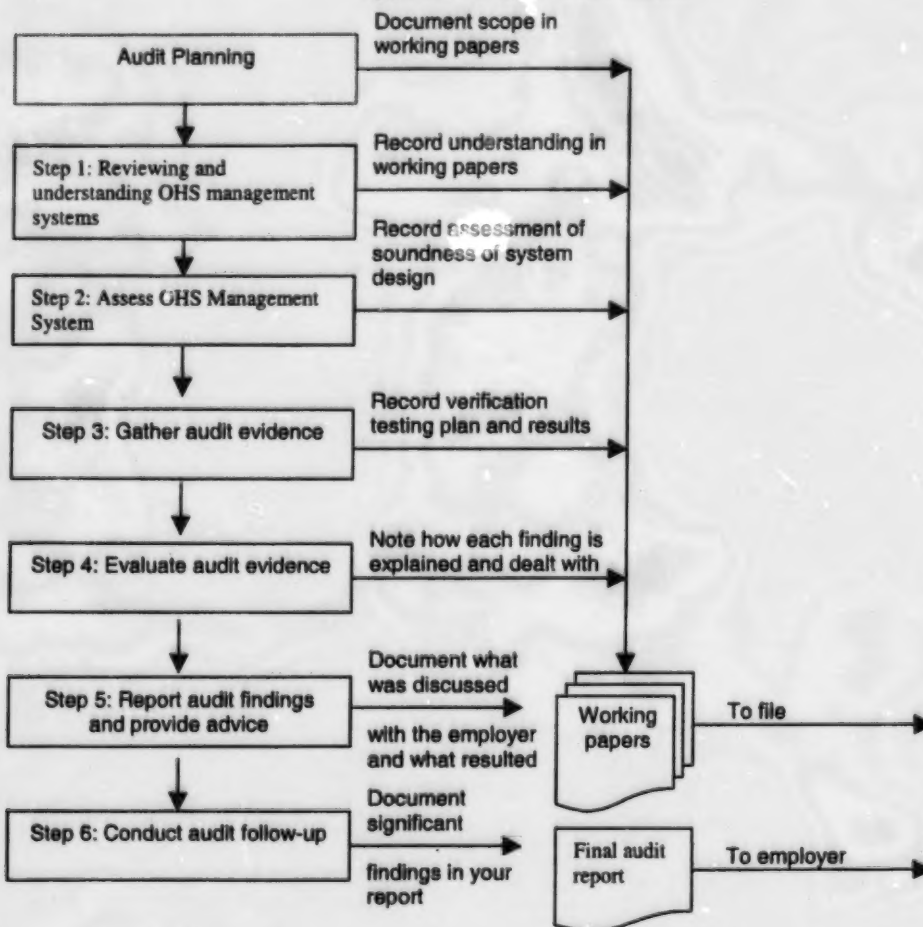
Audits focus on all parts of the system and how they work together.

Don't let inspections replace health and safety systems. Use inspections to help the employer check these systems.

An **inspection** usually focuses on a specific part of the system, such as buildings, tools, equipment, and work procedures. An inspection can take anywhere from half an hour to several days. We focus exclusively on inspections in this book.

An **audit** is a systematic, detailed, professional review of the entire organization and is much more comprehensive than an inspection. Professionals often conduct them. Committees and representatives will need special training to conduct audits.

Typical steps in an audit



Booklet Summary

What is the role of inspections conducted by committees and representatives?

- ✓ To check the effectiveness of the employer's health and safety systems
- ✓ To identify hazards that other inspections have missed
- ✓ To help all employees to get their health and safety concerns resolved

Why conduct inspections?

- ✓ To find and correct health and safety problems before they cause harm

What makes someone who is conducting an inspection effective?

- ✓ Curiosity
- ✓ Diplomacy
- ✓ Persistence
- ✓ Ability to find the information and resources required to resolve issues
- ✓ Knowledge of hazards, legislation and other standards, procedures, and so forth

What inspections do committees and representatives do?

- ✓ Regular planned inspections, as required by regulation 28
- ✓ Inspections with occupational health officers
- ✓ Special inspections

What type of training and information should inspectors get?

Information required by section 9 of the Act and regulation 15, as well as the following:

- ✓ How to inspect each work area safely and avoid hazards
- ✓ Applicable standards, programs, policies, and procedures
- ✓ How to identify and report hazards
- ✓ Current problems and concerns
- ✓ General hazard control techniques for the workplace
- ✓ Applicable results of monitoring, ongoing investigations, reports, and so forth
- ✓ Specific information required to inspect the workplace
- ✓ How to provide information about what you find to workers

Booklet Summary

What is the role of the committee or representative in planning an inspection?

- ✓ Providing input into the development of inventories of critical parts, items, substances, and hazardous conditions (smaller workplaces will have lists of what to inspect)
- ✓ Helping the employer to identify hazards workers could be exposed to and evaluate the risk
- ✓ Helping the employer to identify applicable standards to measure conditions against
- ✓ Helping the employer to decide what to inspect
- ✓ Helping the employer to prepare inspection documents
- ✓ Developing an inspection timetable or schedule with the employer

How can the committee or representative conduct an inspection?

- ✓ Meet to decide 'who does what' immediately before the inspection
- ✓ Systematically inspect everything noted on your inspection plan
- ✓ Discuss concerns with supervisors and workers
- ✓ Make observations; compare them to standards, legislation, and industry best practices; and identify shortcomings
- ✓ Record what you find on your inspection recording forms (good things as well as things that need improvement)
- ✓ Meet to discuss what you found and add inspection items to the agenda for the next committee meeting
- ✓ Representatives discuss findings with the employer

How can the committee or representative help the employer to correct problems found on inspections?

- ✓ Suggest general hazard controls for each hazard you find (control at the source, along the path, and at the worker), but let your employer develop detailed hazard control plans
- ✓ Help the employer to decide what to fix first, second, third, and so forth
- ✓ Provide input and advice in the development and implementation of hazard control plans
- ✓ Monitor the effectiveness of the corrective action
- ✓ Use inspection reports or minutes forms to tell workers what was done

Resources

This publication is not a stand-alone guide. Review this section to select the extra publications and resources you need.

Publications

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- National Safety Council, 1121 Spring Lake Drive, Itasca, IL 60143-3201. *Accident Prevention Manual For Business and Industry, Administration and Programs*. Eleventh Edition, 1997
- Petersen, Dan. *Analyzing Safety System Effectiveness, Third Edition*. New York: Van Nostrand-Reinhold, 1996.
- U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), 200 Constitution Avenue, N.W. Washington, D.C. 20210

Occupational Health and Safety Division publications and legislation

See the Saskatchewan Labour Internet site for a list of online documents, publications, and legislation. Copies of the Act and regulations are available from the Queen's Printer in Regina (1st floor, 1871 Smith St., Regina S4P 3V7). Copies are available in electronic form.

Some Division Publications That Can Help You Inspect

(See Sask Labour's Internet site for more information.)

Examples of what to inspect	Regulation	Publication
Occupational health and safety programs	22	<i>Elements of An Occupational Health and Safety Program</i> <i>Setting Up An Occupational Health and Safety Program: A Guide</i>
Harassment policy (all workplaces must have)	36	<i>Preventing Harassment at Work</i>
Violence policy	37	<i>Guide to Developing a Violence Policy Statement</i> <i>Sample Policy on Violence</i>
Control plan for infectious substances	85	Check the Saskatchewan Labour Internet site for updates
Noise control	Part VIII	<i>Guide To The Noise Regulations</i>
Confined space entry plans and procedures	Part XVIII	Check the Saskatchewan Labour Internet site for updates
Control of chemicals and biohazards	Parts XXI and XXII (WHMIS)	<i>Compliance with WHMIS: Lab Chemicals</i> <i>Distributors' Duties Under WHMIS</i> <i>Getting a WHMIS Program Started</i> <i>How to Determine What is a Controlled Product</i> <i>Importing Controlled Products</i> <i>WHMIS and Consumer Products</i> <i>WHMIS: Role of the Occupational Health Committee or Representative</i> <i>WHMIS: Worker Training Requirements</i> <i>WHMIS: How it Affects You</i>

Internet sites

- Canadian Centre for Occupational Health and Safety (CCOHS): <http://www.ccohs.ca/oshanswers/hsprograms/hsprograms.html>
- Det Norske Veritas (DNV): <http://www.dnvda.com/>
- Manitoba Workplace Safety and Health Division. *Workplace Safety and Health Self-Audit* publication: <http://www.gov.mb.ca/labour/safety/publicat/other/selfaudit.html>
- National Safety Council (US): <http://www.nsc.org/>
- Office of the Queen's Printer (Saskatchewan Justice): <http://www.qp.gov.sk.ca/>
- Saskatchewan Labour homepage: <http://www.labour.gov.sk.ca/>
- Saskatchewan Workers' Compensation Board homepage: <http://www.wcbsask.com/>
- U.S. Department of Labour, Occupational Safety and Health Administration (OSHA): <http://www.osha.gov/>
- Workers' Compensation Board of British Columbia: <http://www.wcb.bc.ca/index.html>